

DCHR BUDGET, FY2022 AND FY2023, AS OF JAN. 1, 2023 (Q15)

		FY22 Approved Budget	FY22 Revised Budget, as of Jan. 1, 2022	FY22 Expenditures	FY22 Difference between Approved Budget and Expenditures (over- or under-spending)	FY23 approved budget	FY23 Revised budget (as of Jan. 1, 2022)	FY23 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2022 (Narrative)	
Agency Management (1000)	Total \$	\$5,548,579.73	\$5,408,960.71	\$5,207,445.99	\$201,514.72	\$5,383,349.79	\$5,383,349.79	\$894,526.71		
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Local \$	\$2,179,112.12	\$2,029,112.12	\$1,830,124.30	\$198,987.82	\$1,837,385.17	\$1,837,385.17	\$312,825.20		
	SPR \$	\$100,250.00	\$100,250.00	\$100,250.00	\$0.00	\$3,545,964.62	\$3,545,964.62	\$581,701.51		
	ID \$	\$3,269,217.61	\$3,279,598.59	\$3,277,071.69	\$2,526.90	\$0.00	\$0.00	\$0.00		
	Personnel (1010)	Total \$	\$4,847,375.89	\$4,707,756.87	\$4,509,402.74	\$198,354.13	\$4,669,229.46	\$4,669,229.46	\$765,943.16	
	Property Management (1030)	Total \$	\$5,257.77	\$5,257.77	\$2,192.49	\$3,065.28	\$4,587.36	\$4,587.36	\$0.00	ctor position being vacant fleet charges wer
	Communications (1080)	Total \$	\$255,975.90	\$255,975.90	\$255,389.68	\$586.22	\$264,783.51	\$264,783.51	\$56,106.86	
Customer Service (1085)	Total \$	\$439,970.17	\$439,970.17	\$440,461.08	(\$490.91)	\$444,749.46	\$444,749.46	\$72,476.69		
General Counsel (2100)	Total \$	\$1,428,941.98	\$1,428,941.98	\$1,446,964.01	(\$18,022.03)	\$1,891,569.21	\$1,891,569.21	\$323,862.53		
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Local \$	\$767,724.02	\$767,724.02	\$769,345.47	(\$1,621.45)	\$1,211,159.91	\$1,211,159.91	\$190,816.77		
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$680,409.30	\$680,409.30	\$133,045.76		
	ID \$	\$661,217.96	\$661,217.96	\$677,618.54	(\$16,400.58)	\$0.00	\$0.00	\$0.00		
Legal (2120)	Total \$	\$1,428,941.98	\$1,428,941.98	\$1,446,964.01	(\$18,022.03)	\$1,891,569.21	\$1,891,569.21	\$323,862.53		
Benefits and Retirement Services (2200)	Total \$	\$3,281,759.14	\$3,286,808.17	\$3,433,004.89	(\$146,196.72)	\$3,433,538.32	\$3,433,538.32	\$807,517.60		
	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 \$	\$649,595.41	\$490,003.36	\$490,003.36	\$0.00	\$3,433,538.32	\$3,433,538.32	\$807,517.60		
	ID \$	\$2,632,163.73	\$2,796,804.81	\$2,943,001.53	(\$146,196.72)	\$0.00	\$0.00	\$0.00		
	Benefits Operation Unit (2210)	Total \$	\$2,632,163.73	\$2,796,804.81	\$2,943,001.53	(\$146,196.72)	\$2,758,022.37	\$2,758,022.37	\$663,085.86	
Police and Fire Retirement Relief Board (2220)	Total \$	\$649,595.41	\$490,003.36	\$490,003.36	\$0.00	\$675,515.95	\$675,515.95	\$144,431.74		
HR Solutions (2700)	Total \$	\$4,601,262.15	\$4,561,262.15	\$4,579,962.02	(\$18,699.87)	\$6,365,536.60	\$6,365,536.60	\$957,614.79		
	Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Local \$	\$4,279,420.63	\$4,239,420.63	\$4,250,835.62	(\$11,414.99)	\$6,152,463.52	\$6,152,463.52	\$948,735.75		
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$213,073.08	\$213,073.08	\$8,879.04		
	ID \$	\$321,841.52	\$321,841.52	\$329,126.40	(\$7,284.88)	\$0.00	\$0.00	\$0.00		
	Recruiting and Staffing (2710)	Total \$	\$2,315,316.16	\$2,275,316.16	\$2,258,937.12	\$16,379.04	\$2,306,387.14	\$2,306,387.14	\$482,060.47	
	Classification (2720)	Total \$	\$698,393.90	\$698,393.90	\$710,440.35	(\$12,046.45)	\$955,803.54	\$955,803.54	\$126,557.25	
	Information Technology (2730)	Total \$	\$1,154,625.01	\$1,154,625.01	\$1,181,127.81	(\$26,502.80)	\$2,657,943.54	\$2,657,943.54	\$262,625.03	
Analytics (2740)	Total \$	\$432,927.08	\$432,927.08	\$429,456.74	\$3,470.34	\$445,402.38	\$445,402.38	\$86,372.04		
Learning and Development (3000)	Total \$	\$2,854,100.45	\$3,762,886.37	\$3,725,770.74	\$37,115.63	\$2,764,792.91	\$2,764,792.91	\$629,813.53		
	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)	\$2,408,862.18	\$2,408,862.18	\$581,330.78		
	SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$355,930.73	\$355,930.73	\$48,482.75		
	ID \$	\$219,859.58	\$1,128,645.50	\$1,078,268.91	\$50,376.59	\$0.00	\$0.00	\$0.00		

Q15 Budget

"DCHR PO Tables 2023" - Tab Q15 Budget

		FY22 Approved Budget	FY22 Revised Budget, as of Jan. 1, 2022	FY22 Expenditures	FY22 Difference between Approved Budget and Expenditures (over- or under-spending)	FY23 approved budget	FY23 Revised budget (as of Jan. 1, 2022)	FY23 Q1 expenditures	Reason for any variation over 10% between approved budget and actual expenditures in FY2022 (Narrative)		
	Training and Development (3100)	Total \$	\$1,861,022.45	\$1,959,451.05	\$1,935,078.72	\$24,372.33	\$1,820,156.08	\$1,820,156.08	\$411,791.60		
	Capital City Fellows (3200)	Total \$	\$197,701.80	\$1,008,059.12	\$1,008,277.09	(\$217.97)	\$394,943.20	\$394,943.20	\$113,141.86		
	Special Programs (3300)	Total \$	\$795,376.20	\$795,376.20	\$782,414.93	\$12,961.27	\$549,693.63	\$549,693.63	\$104,880.07		
Strategic Human Capital (4300)		Total \$	\$522,499.96	\$522,499.96	\$534,396.48	(\$11,896.52)	\$548,740.94	\$548,740.94	\$122,472.84		
		Federal \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Local \$	\$522,499.96	\$522,499.96	\$534,396.48	(\$11,896.52)	\$548,740.94	\$548,740.94	\$122,472.84		
		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 \$	\$522,499.96	\$522,499.96	\$534,396.48	(\$11,896.52)	\$548,740.94	\$548,740.94	\$122,472.84	
Policy and Compliance (4500)		Total \$	\$2,001,237.17	\$3,342,498.42	\$3,234,278.37	\$108,220.05	\$1,762,034.72	\$1,762,034.72	\$382,087.99		
		Federal \$	\$0.00	\$884,141.20	\$884,141.20	\$0.00	\$0.00	\$0.00	\$0.00		
		Local \$	\$1,111,819.40	\$1,111,819.40	\$1,120,578.04	(\$8,758.64)	\$1,337,153.58	\$1,337,153.58	\$288,202.00		
		SPR \$	\$0.00	\$0.00	\$0.00	\$0.00	\$424,881.14	\$424,881.14	\$93,885.99		
		ID \$	\$889,417.77	\$1,346,537.82	\$1,229,559.13	\$116,978.69	\$0.00	\$0.00	\$0.00		
		Compliance (4510)	Total \$	\$1,282,093.30	\$1,739,213.35	\$1,622,889.38	\$116,323.97	\$879,672.93	\$879,672.93	\$190,704.59	
		Policy (4520)	Total \$	\$719,143.87	\$1,603,285.07	\$1,611,388.99	(\$8,103.92)	\$882,361.79	\$882,361.79	\$191,383.40	
	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 FY2023 SPEND PLAN (Q16)

Vendor Name or Product/Service Name	Description of Goods or Service	Goods or Service Category	Obligation/Estimated Amount	New Procurement/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)	\$ 9,000.00	New Procurement	
Benefit Resources Inc.	Commuter Benefits/Flexible Spending	Human Resources Consulting	\$ 240,750.00	Exercising Option Year 3	CW38983
Beyond Trust	Beyond Trust	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	\$ 6,700.00	New Procurement	
Capital Business Solutions	Competency Based Training	PROFESSIONAL DEVELOPMENT	\$ 200,000.00	Base Year	CW102844
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	\$ 10,000.00	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	\$ 195,000.00	Base Year	CW102844
Coaching Program	Coaching Program	TRAINING COURSES, COMPUTER BASED	\$ 9,500.00	New Procurement	
Court Reporting	DCHR Court Reporting Services	PROFESSIONAL COURT REPORTER SERVICES	\$ 5,000.00	New Procurement	
Credentialing Supplies	DCHR Credentialing Supplies	BADGES, NAME, PLASTIC, W/PLASTIC NECK CORD ATTACHMENT	\$ 15,000.00	New Procurement	
Employee Content Training	Online Training	TRAINING COURSES, COMPUTER BASED	\$ 197,000.00	Exercising Option Year	
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	\$ 600,000.00	Exercising Option Year 3	CW69351
George Washington University	Certified Public Manager Program	PROFESSIONAL DEVELOPMENT	\$ 195,584.00	Exercising Option Year 3	DCBE-2014-C-0160
George Washington University	Executive Leadership Program	PROFESSIONAL DEVELOPMENT	\$ 250,000.00	Exercising Option Year 4	CW68702
Government Retirement Benefits	Government Retirement Benefits	Human Resources Consulting	\$ 10,400.00	New Procurement	
Inova	Employee Assistance	Health/Hospitalization (Including Dental and Visual Insurance)	\$ 250,000.00	Exercising Option Year 1	
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	CW103187
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 4	CW65845
Percipio	Percipio	TRAINING COURSES, COMPUTER BASED	\$ 187,710.00	New Procurement	
Polihire	Executive Recruitment	Human Resources Consulting	\$ 225,000.00	Exercising Option Year	CW86482
Quality Plan Administrators	Vision Care Services	Health/Hospitalization (Including Dental and Visual Insurance)	\$ 2,144,038.00	Exercising Option Year 3	CW77091
Seamless Docs	Workflow Management	Human Resources Software, Microcomputer	\$ 8,000.00	New Procurement	
Shredding Services	Shredding Services	SHREDDING SERVICES: DECALS, STICKERS, ETC.	\$ 9,500.00	New Procurement	
SHRM Certification	SHRM Certification	PROFESSIONAL DEVELOPMENT	\$ 36,000.00	New Procurement	

"DCHR PO Tables" - Tab Q16 Spend Plan

Vendor Name or Product/Service Name	Description of Goods or Service	Goods or Service Category	Obligation/Estimated Amount	New Procurement/Option Year	Existing Contract Number
TBD	Virtual Hiring	SOFTWARE AS A SERVICE (SAAS), ONLINE MEETING COLLABORATION APPLICATION	\$ 75,000.00	New Procurement	
TBD	Copier Leasing	RENTAL OR LEASE, MULTI-FUNCTION OFFICE MACHINES, FAX-COPIER-SCANNER-PRINTER, INCLUDING ADD ON ACCESSORIES	\$ 200,000.00	New Procurement	
Thomson Reuters	Legal Research Software	LICENSE, APPLICATION SOFTWARE (MICROCOMPUTER)	\$ 7,065.00	New Procurement	
Truescreen	Pre Employment Screening	DRUG AND ALCOHOL SCREENING TESTS	\$ 515,500.00	Exercising Option Year 2	CW81833
United Healthcare	Health Benefits	EMPLOYMENT AGENCY SERVICES FOR THE HIRING OF TEMPORARY PERSONNEL	\$ 103,968,744.88	Exercising Option Year 3	CW76697
Urban Equity Consulting Group	Competency Based Training	PROFESSIONAL DEVELOPMENT	\$ 200,000.00	Base Year	CW102844

FY2023

Amount	Buyer Agency	Buyer Agency Code	Seller Agency	Seller Agency Code	Description of Service	Anticipated
\$ 395,964.46	Department of Human Resources	BE0	OCFO - Office of Finance Resource Management	AS0	To provide full Financial Services	Yes
\$ 159,984.00	Department of Human Resources	BE0	Office of Contracting & Procurement	PO0	To provide full procurement services	Yes
\$ 4,587.36	Department of Human Resources	BE0	Department of Public Works	KT0	To provide full fleet services	Yes
\$ 560,535.82	Total - DCHR as Buyer Agency					
\$ 14,463.00	Board of Ethics and Government Accountability - BEGA	AG0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 7,425.00	DC Corrections Information Council CIC	CI0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 57,626.00	DC Retirement Board - DCRB	DY0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 3,093.00	DC Judicial Nomination Commission - JNC	DV0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 12,375.00	DC Rental Housing Commission - RHC	DR0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 41,490.00	DC Office People's Counsel - OPC	DJ0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 10,250.00	Criminal Justice Coordinating Council - CJCC	FJ0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 19,004.00	Office of Campaign Finance - OCF	CJ0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 10,828.00	DC Public Employee Relations Board PERM	CG0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 51,863.00	DC Public Service Commission - DH0	DH0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 4,206.00	DC State Athletic Association	GL0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 106,031.00	DC Council	AB0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 102,756.00	DC Health Benefits Exchange Authority - HBX	HI0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 29,725.00	DC Alcoholic Beverage Regulation Administration - ABRA	LQ0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 29,433.00	DC Housing Authority	DO0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	Yes
\$ 3,094.00	DC Commission on Judicial Disabilities and Tenure - CJDT	DQ0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	
\$ 154,053.00	Office of the Attorney General - OAG	CB0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	Yes
\$ 28,954.00	Office of Administrative Hearings - OAH	FS0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services	Yes
\$ 233,500.00	Office of Finance & Treasury	AT0	Department of Human Resources	BE0	DCHR to provide enhanced HR support services to administer 401K & 457B plans	Yes
\$ 163,330.00	Department of Transportation - DDOT	KA0	Department of Human Resources	BE0	DCHR to provide Capital City Fellow	
\$ 112,220.00	Deputy Mayor for Planning & Economic Development - DMPED	EB0	Department of Human Resources	BE0	DCHR to provide Capital City Fellow	
\$ 56,110.00	Department of employment Services - DOES	CF0	Department of Human Resources	BE0	DCHR to provide Capital City Fellow	Yes
\$ 56,110.00	DC Health Benefits Exchange Authority - HBX	HI0	Department of Human Resources	BE0	DCHR to provide Capital City Fellow	
\$ 56,110.00	Office of Planning - OOP	BD0	Department of Human Resources	BE0	DCHR to provide Capital City Fellow	
\$ 216,333.81	Department of Insurance, Securities & Banking - DISB	SR0	Department of Human Resources	BE0	DCHR to Provide DLP Interns	
\$ 19,455.90	Department of Health - DOH	HCO	Department of Human Resources	BE0	DCHR to Provide DLP Interns	
\$ 19,455.90	Department of Human Rights - OHR	HM0	Department of Human Resources	BE0	DCHR to Provide DLP Interns	
\$ 19,455.90	Office of Planning - OP	BD0	Department of Human Resources	BE0	DCHR to Provide DLP Interns	
\$ 19,455.90	Department of Human Services - DHS	JA0	Department of Human Resources	BE0	DCHR to Provide DLP Interns	
\$ 9,460.57	Board of Ethics and Government Accountability - BEGA	AG0	Department of Human Resources	BE0	To administer CPM program	
\$ 9,460.57	D.C. Commission on the ARTS & Humanities - CPM	BX0	Department of Human Resources	BE0	To administer CPM program	
\$ 13,500.00	Office of Labor Relation & Collective Bargaining - OLRBCB	AK0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 40,500.00	Department of General Services - DGS	AM0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	DC Public Library - DCPL	CE0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 27,000.00	Department of Small & Local Business Development - DSLBD	EN0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Fire & Emergency Medical Svcs - FEMS	FB0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Office of State Superintendent of Education - OSSE	GD0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 27,000.00	Department of Human Services - DHS	JA0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 27,000.00	Department of Transportation - DDOT	KA0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 27,000.00	Department of Motor Vehicles - DMV	KV0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 27,000.00	Department of Public Works - DPW	KT0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Department of Parks & Recreation - DPR	HA0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Department of Behavioral Health - DBH	RM0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Office of Procurement & Contracting - OCP	PO0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 13,500.00	Department of Insurance, Securities & Banking - DISB	SR0	Department of Human Resources	BE0	Executive Leadership Program	
\$ 31,021.00	Department of General Services - DGS	AM0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 2,685.15	Homeland Security & Emergency Mgmt Agy - HSEMA	BN0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 6,728.90	Office of Aging - DAACL	BY0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 6,791.00	Office of the Attorney General - OAG	CB0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 17,127.85	DC Public Library - DCPL	CE0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 112,819.75	Department of employment Services - DOES	CF0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 10,000.00	Department of Building - DOB	CU0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 4,245.00	Department of Licensing & Consumer Protection - DCLP	CR0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 2,106.00	Department of Housing & Community Development - DHCD	DB0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 2,120.00	Office of Peoples Council - OPC	DJ0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 1,500.00	DC Retirement Board - DCRB	DY0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 1,500.00	Department of Small & Local Business Development - DSLBD	EN0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 78,659.10	Fire & Emergency Medical Svcs - FEMS	FB0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 5,144.50	D.C. National Guard - DCNG	FK0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 31,483.10	Department of Forensic Science - DFS	FR0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 2,317.00	Office of Administrative Hearing - OAH	FS0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 1,500.00	Office of Chief Medical Examiner - OCME	FX0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 439,175.00	DCPS	GA0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 92,385.00	DC Charter Schools	GC0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 92,139.55	OSSE	GD0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 201,024.75	OSSE - Division of Early Learning	GD0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 31,590.00	Office of the Deputy Mayor for Education - ODME	GW0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 149,754.00	Department of Parks & Recreation - DPR	HA0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 22,314.45	Department of Health - DOH	HCO	Department of Human Resources	BE0	Provide employment suitability check	
\$ 7,000.00	DC Health Benefits Exchange Authority - HBX	HI0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 2,685.15	Department of Human Rights - OHR	HM0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 4,265.00	Department of Healthcare Finance - DHCF	HT0	Department of Human Resources	BE0	Provide employment suitability check	

Amount	Buyer Agency	Buyer Agency Code	Seller Agency	Seller Agency Code	Description of Service	Anticipated
\$ 30,342.24	Department of Human Services - DHS	JA0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 9,376.05	DC Department on Disability Services - DDS	JM0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 60,339.90	Department of Youth Rehabilitation Services - DYRS	JZ0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 67,165.58	Department of Transportation - DDOT	KA0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 8,721.00	Department of Energy & Environment - DOEE	KG0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 87,446.20	Department of Public Works - DPW	KT0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 5,254.70	Department of Motor Vehicles - DMV	KV0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 5,686.20	Office of Procurement & Contracting - OCP	PO0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 89,793.77	Department of Behavioral Health - DBH	RM0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 43,975.70	Child & Family Services Administration - CFSA	RL0	Department of Human Resources	BE0	Provide employment suitability check	Yes
\$ 2,737.80	Department of Insurance, Securities & Banking - DISB	SR0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 1,894.85	Department of For-Hire Vehicles - DEHV	TC0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 4,001.00	Office of the Chief Technology Officer - OCTO	TO0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 17,627.40	Office of Unified Communication - OUC	UC0	Department of Human Resources	BE0	Provide employment suitability check	
\$ 3,755,071.19	Total - DCHR as Seller Agency					

MEMORANDA OF AGREEMENT, FY2022 and FY2023, including anticipated MOAs

Description of MOA services or purpose, including name of project or initiative	Names of all agencies party to the agreement	Service period (dates)
To facilitate the District's High School Leadership Institute Program	DCHR, OSSE, DOES	FY22 and FY23
To provide District employees with discounted access to University Programs	Drexel University	FY22 and FY23
To provide District employees with discounted access to University Programs	Southern New Hampshire University	FY22 and FY23
To serve as an education partner with the Career Pathways Apprenticeship Program	Strategic Education, Inc.	FY22 and FY23
To provide District employees with discounted access to University Programs	Trinity Washington University	FY22 and FY23
To provide District employees with discounted access to University Programs	University of Maryland University College	FY22 and FY23
To provide District employees with discounted access to University Programs	University of Phoenix	FY22 and FY23
To provide District employees with discounted access to University Programs	University of the District of Columbia	FY22 and FY23
To serve as an education partner with the Career Pathways Apprenticeship Program	University of the District of Columbia	FY22 and FY23
To provide District employees with discounted access to University Programs	University of the Potomac	FY22 and FY23

SPECIAL PURPOSE REVENUE - FY2022 and FY2023 (Q21)

Revenue Source Name	Code	Source of Funding	Description of Program	Fee and How it is Set	Balance end of FY21	Balance end of FY22	Current Fund Balance As of 1/1/2023	Expected Balance 9/30/2023	Projected Expenditures 9/30/2023
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.	\$ -	\$ 378,314.70	\$ -	\$509,646.96	\$509,646.96
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.	\$ -	\$ 111,688.66	\$ -	\$165,868.99	\$165,868.99
Reimbursement from other District Independent Agencies	0639	0600 - O-Type	This is reimbursements from D.C. Health Benefits Exchange for HR Services	DCHR is reimbursed for services they provide per MOU	\$ -	\$ 100,250.00	\$ -	\$100,250.00	\$100,250.00
Administrative fee for health benefits management	1614	0600 - O-Type	Health insurance recipients pays a fee to DCHR. Department of Human resources to cover the cost.	Health insurance recipients pays a fee to DCHR. Department of Human resources to cover the cost, 2% of HealthBenefits Cost.	\$ -	\$ -	\$ -	\$7,878,031.24	\$7,878,031.24

DCHR CONTRACTS AND PROCUREMENTS, FY2022 AND FY2023, AS OF JAN. 1, 2023 (Q23)

Contract No.	Contractor	Description	Start Date	End Date	Options?	Funding Source	Contract Value in FY22
CW76699	Aetna	Healthcare Benefits	1/1/23	12/31/23	N	OCFO & employees	\$217,399,989.8
CW93773	Bayne LLC	Gender Study	8/29/22	8/29/23	N	SPR	\$63,092.9
CW103881	Bayne LLC	Residency Study	12/20/22	12/29/23	Y	ARPA	n
CW97001	Benefit Resource Inc	CommuterBenefits/FSA	3/3/22	3/2/23	Y	SPR	\$450,000.0
CW102842	C.L. Russell Group	Competency-Based Employee Training	10/1/22	9/30/23	Y	SPR	n
CW102844	Capital Business Solutions	Competency-Based Employee Training	10/1/22	9/30/23	Y	SPR	n
CW98237	Carahsoft	LinkedIn	6/24/22	6/23/23	Y	SPR	\$120,150.0
CW76695	CareFirst BCBS	Healthcare Benefits	1/1/23	12/31/23	N	OCFO & employees	\$49,463,877.1
CW94872	Cheiron	Actuarial Services	10/1/22	9/30/23	Y	SPR	\$127,375.0
CW95405	Cigna	Dental Benefits	1/11/23	1/10/24	Y	OCFO & employees	\$16,562,066.0
CW69351	Fieldprint	Criminal background Checks	3/18/22	3/17/23	Y	SPR	\$800,000.0
CW68702	George Washington University	Executive Leadership Program	10/1/22	9/30/23	N	SPR	\$251,227.0
CW75361	George Washington University	Certified Public Manager	10/1/22	9/30/23	Y	SPR	\$239,935.0
CW88476	Inova	Employee Assistance Program	12/31/22	12/30/23	Y	SPR	\$300,000.0
CW76721	Kaiser	Healthcare Benefits	1/1/23	12/31/23	N	OCFO & employees	\$119,048,027.2
CW103187	Knowlogy Corp	Competency-Based Employee Training	10/26/22	10/25/23	Y	SPR	n
CW84512	KPMG	Tax Audit Services	4/14/22	4/13/23	Y	SPR	\$175,000.0
CW88662	Medical Advisory Services	Pre-Employment Screening	1/27/22	1/26/23	Y	SPR	\$100,000.0
CW65845	Midtown Group	DCHR Temp Services	10/1/22	9/30/23	N	SPR	\$384,975.0
CW100647	MVS, Inc	IT Products	9/27/22	9/26/23	N	SPR	\$130,298.5
CW100833	Neal R. Gross	Court Reporting Services	7/2/22	7/1/23	Y	SPR	\$10,000.0
CW86482	Polihire	Executive Search	10/29/22	10/28/23	Y	SPR	\$225,000.0
CW77091	Quality Plan Administrators	Vision Care Services	1/1/23	12/31/23	N	OCFO	\$1,899,367.0
CW87801	Skillsoft Corp.	Employee Online Training	12/22/22	12/21/23	Y	SPR	\$187,710.0
CW87285	Standard Insurance	Life and Disability Insurance	1/15/23	1/14/24	Y	OCFO & employees	\$25,633,337.0
CW81833	Truescreen	Drug Testing	5/13/22	5/12/23	Y	SPR	\$515,500.0
CW76697	United Healthcare	Healthcare Benefits	1/1/23	12/31/23	N	OCFO & employees	\$87,011,109.3
CW102846	Urban Equity Consulting Group	Competency-Based Employee Training	10/1/22	9/30/23	Y	SPR	n

**"DCHR PO Tables" - Tab Q24 Planned Solicitations
DCHR PLANNED SOLICITATIONS, FY2023, AS OF JAN. 1, 2023 (Q23)**

Work Description	Dollar Amount	Funds (Pre)encumbered?
Employee Healthcare Benefits	\$600 million	No
Virtual Event Platform	\$150,000.00	No
Pre-Employment Examinations	\$100,000.00	Yes
Indemnity Insurance	\$15 million	Paid by employees
Copiers, Printers, Scanners	\$170,000.00	Yes
Temporary Support Services	\$500,000.00	No
Executive Leadership Program	\$300,000.00	No
Employee Vision Benefits	\$3 million	No
Employee Study/Future of Work	\$150,000.00	No

DCHR FY2022 and FY2023 Peard Expenditures (Q25)

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
10/01/2021	COLOR ID	\$3,999.00	Credentialing Supplies
10/04/2021	HANSON WADE LTD.	\$1,618.20	Employee Training
10/05/2021	DUPONT COMPUTERS	\$922.50	IT Equipment
10/05/2021	DUPONT COMPUTERS	\$3,250.00	IT Equipment
10/07/2021	UNITED AIRLINES	\$302.40	Travel/Conference
10/07/2021	NOTARY.NET	\$86.79	Notary Supplies
10/08/2021	UNITED AIRLINES	\$0.00	Travel/Conference
10/15/2021	ONLC TRAINING CENTERS	\$1,795.00	Employee Training
10/18/2021	EB 2-DAY 9AM-5PM PROF	\$1,495.00	Employee Training
10/19/2021	PARTY CITY BOPIS	\$57.33	Employee Engagement Supplies
10/20/2021	EVENT* PROFESSIONAL SC	\$1,295.00	Employee Training
10/26/2021	WOLFTRAP ANIMAL RESCUE	\$2,500.00	Employee Wellness Activity
10/26/2021	COMCAST	\$472.83	Cable
11/03/2021	HANSON WADE LTD.	\$1,798.20	Employee Training
11/03/2021	POWTOON.COM	\$1,188.00	IT Software/Subscription
11/03/2021	EB 2-DAY 9AM-5PM PROF	\$2,990.00	Employee Training
11/03/2021	FEDEX	\$552.90	Postage
11/04/2021	SQ *HUNDO ENTERPRISE	\$125.00	Courier Service
11/05/2021	STANDARD OFFICE SUPPLY	\$4,096.16	Office Supplies
11/05/2021	DUPONT COMPUTERS	\$1,326.00	IT Equipment
11/11/2021	AMERICAN AIRLINES	\$475.81	Travel/Conference
11/16/2021	DUPONT COMPUTERS	\$798.50	IT Equipment
11/30/2021	GRADUATE SCHOOL	\$849.00	Employee Training
11/30/2021	GRADUATE SCHOOL	\$849.00	Employee Training
11/30/2021	GRADUATE SCHOOL	\$849.00	Employee Training
12/06/2021	COMCAST CABLEVISION	\$234.01	Cable
12/13/2021	KIMPTON HOTEL	\$1,000.25	Travel/Conference
12/13/2021	IDVILLE	\$212.93	Office Supplies
01/11/2022	SQ *HUNDO ENTERPRISE	\$350.00	Courier Service
01/12/2022	SQ *SYSMEGA LLC	\$4,229.83	IT Equipment
01/13/2022	IMPACT OFFICE, LLC	\$20.00	Office Supplies
01/13/2022	AMZN MKTP US	\$107.88	Office Supplies
01/14/2022	ANDEAN CONSULTING SOLU	\$411.58	Translation Services
01/17/2022	FRANK PARSONS CO.	\$252.28	Office Supplies
01/19/2022	COMCAST	\$471.94	Cable
01/20/2022	PAYPAL	\$3,495.00	Employee Training
01/26/2022	COMCAST	\$2,475.78	Cable
01/26/2022	GRADUATE SCHOOL USA	\$4,277.00	Employee Training
01/28/2022	STANDARD OFFICE SUPPLY	\$1,795.75	Office Supplies
02/03/2022	NATIONAL EMPLOYMENT LA	\$785.25	Employee Training
02/04/2022	SQ *SYSMEGA LLC	\$139.89	IT Equipment
02/04/2022	SQ *SYSMEGA LLC	\$389.39	IT Equipment
02/11/2022	SQ *SYSMEGA LLC	\$418.35	IT Equipment
02/15/2022	MVS INC	\$1,145.00	IT Equipment
02/16/2022	STANDARD OFFICE SUPPLY	\$374.99	Office Supplies
02/24/2022	POLL EVERYWHERE, INC.	\$127.20	Engagement Software
02/28/2022	STANDARD OFFICE SUPPLY	\$1,799.95	Office Supplies
02/28/2022	NEAL R. GROSS & CO., I	\$729.75	Transcription Services
02/28/2022	ANDEAN CONSULTING SOLU	\$1,251.12	Translation Services
02/28/2022	THE LEADERSHIP CIRCLE	\$4,287.50	Employee Training
03/02/2022	CKO*GETTYIMAGES	\$4,100.00	Communication Tools
03/02/2022	SYDAR OF D.C., LLC	\$4,448.00	Office Supplies
03/03/2022	CDW GOVT #S903238	\$2,024.02	IT Software
03/03/2022	MVS INC	\$1,306.89	IT Equipment
03/07/2022	COMCAST	\$252.60	Cable
03/07/2022	GRADUATE SCHOOL USA	\$3,597.00	Employee Training
03/09/2022	STANDARD OFFICE SUPPLY	\$2,392.00	Office Supplies
03/10/2022	AMERICAN AIRLINES	\$276.20	Travel/Conference
03/14/2022	MVS INC	\$890.70	IT Equipment
03/17/2022	SMK	\$4,500.00	Communications Tools
03/18/2022	NATIONAL EMPLOYMENT LA	\$1,942.25	Employee Training
03/24/2022	IN *C. L. RUSSELL GROU	\$3,605.00	Employee Training
03/28/2022	ALG DEPU357364202203	\$2,994.00	IT Software/Subscription
04/01/2022	HOTEL ZAMORA	\$1,284.81	Travel/Conference
04/04/2022	HOTEL ZAMORA	\$0.00	Travel/Conference
04/04/2022	RENAISSANCE HOTEL PHOE	\$686.86	Travel/Conference
04/05/2022	COMCAST	\$249.64	Cable
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/20/2022	SHRM HOUSING800.906.42	\$266.10	Travel/Conference
04/25/2022	COMCAST	\$249.64	Cable
04/25/2022	COMCAST	\$166.32	Cable
04/27/2022	SQ *SYSMEGA LLC	\$170.28	IT Equipment

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
04/27/2022	SQ *SYSMEGA LLC	\$418.35	IT Equipment
04/27/2022	COLORID	\$3,999.00	Credentialing Supplies
04/27/2022	DUPONT COMPUTERS	\$3,255.00	IT Equipment
05/03/2022	DUPONT COMPUTERS	\$3,255.00	IT Equipment
05/04/2022	SOUTHWEST	\$794.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	SOUTHWEST	\$707.97	Travel/Conference
05/04/2022	IDVILLE	\$134.24	Office Supplies
05/04/2022	IDVILLE	\$209.89	Office Supplies
05/06/2022	AMAZON.COM*134Y86W81	\$4,991.91	Office Supplies
05/06/2022	STANDARD OFFICE SUPPLY	\$2,667.62	Office Supplies
05/06/2022	CDW GOVT #W872112	\$1,842.29	IT Software
05/06/2022	MVS INC	\$1,087.70	IT Equipment
05/06/2022	ASAP	\$375.00	Employee Training
05/09/2022	STANDARD OFFICE SUPPLY	\$46.78	Office Supplies
05/09/2022	AMERICAN AIRLINES	\$862.71	Travel/Conference
05/13/2022	STANDARD OFFICE SUPPLY	\$185.60	Office Supplies
05/16/2022	STANDARD OFFICE SUPPLY	\$25.04	Office Supplies
05/16/2022	SOUTHWEST	\$779.96	Travel/Conference
05/16/2022	SOCIETYFORHUMANRESOURC	\$995.00	Travel/Conference
05/17/2022	PUBLIC PERFORMANCE MAN	\$2,289.24	Employee Training
05/19/2022	SOUTHWEST	\$9.00	Travel/Conference
05/20/2022	PUBLIC PERFORMANCE MAN	\$654.07	Employee Training
05/23/2022	STANDARD OFFICE SUPPLY	\$94.44	Office Supplies
05/23/2022	NATIONAL EMPLOYMENT LA	\$895.00	Employee Training
05/25/2022	STANDARD OFFICE SUPPLY	\$117.93	Office Supplies
05/25/2022	DUPONT COMPUTERS	\$145.00	IT Equipment
05/26/2022	ACADEMY OF COMPUTER ED	\$1,075.00	Employee Training
05/26/2022	NATIONAL CERTIFIED PUB	\$1,300.00	Conference Registration
05/26/2022	IDVILLE	\$676.43	Office Supplies
05/26/2022	IDVILLE	\$49.99	Office Supplies
05/27/2022	STANDARD OFFICE SUPPLY	\$2,833.41	Office Supplies
05/27/2022	PUBLIC PERFORMANCE MAN	\$981.11	Employee Training
05/27/2022	SHRM HOUSING800.906.42	\$0.00	Travel/Conference
05/30/2022	IDVILLE	\$328.50	Office Supplies
06/02/2022	SOCIETYFORHUMANRESOURC	\$963.58	Travel/Conference
06/03/2022	SQ *SYSMEGA LLC	\$732.40	IT Equipment
06/03/2022	SQ *SYSMEGA LLC	\$1,297.82	IT Equipment
06/03/2022	STANDARD OFFICE SUPPLY	\$851.43	Office Supplies
06/03/2022	AIRBNB HMKKQ8EA	\$1,333.00	Travel/Conference
06/03/2022	AMAZON.COM*MJ0301N83	\$4,498.83	Office Supplies
06/06/2022	STANDARD OFFICE SUPPLY	\$599.99	Office Supplies
06/06/2022	STANDARD OFFICE SUPPLY	\$448.75	Office Supplies
06/06/2022	COMCAST	\$249.64	Cable
06/06/2022	COMCAST	\$55.44	Cable
06/06/2022	STANDARD OFFICE SUPPLY	\$658.92	Office Supplies
06/07/2022	COLORID	\$4,998.00	Credentialing Supplies
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	DC BAR	\$332.10	Employee Training
06/07/2022	IDVILLE	\$350.00	Office Supplies
06/08/2022	PROJECT CENTRAL	\$588.00	Employee Training
06/08/2022	STANDARD OFFICE SUPPLY	\$0.00	Office Supplies
06/08/2022	IPMA-HR	\$750.00	Employee Training
06/09/2022	STANDARD OFFICE SUPPLY	\$106.02	Office Supplies
06/09/2022	STANDARD OFFICE SUPPLY	\$129.95	Office Supplies
06/09/2022	CDW GOVT #Z138498	\$0.00	IT Equipment
06/09/2022	DMI* DELL K-12/GOVT	\$81.80	IT Equipment
06/09/2022	DMI* DELL K-12/GOVT	\$470.92	IT Equipment
06/09/2022	DMI* DELL K-12/GOVT	\$26.51	IT Equipment
06/09/2022	DMI* DELL K-12/GOVT	\$329.26	IT Equipment
06/13/2022	STANDARD OFFICE SUPPLY	\$26.49	Office Supplies
06/14/2022	AC HOTEL NEW ORLEANS F	\$534.20	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$801.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/14/2022	AC HOTEL NEW ORLEANS F	\$802.29	Travel/Conference
06/15/2022	PUBLIC PERFORMANCE MAN	\$0.00	Employee Training

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
06/15/2022	PUBLIC PERFORMANCE MAN	\$0.00	Employee Training
06/15/2022	PUBLIC PERFORMANCE MAN	\$0.00	Employee Training
06/15/2022	STANDARD OFFICE SUPPLY	\$139.95	Office Supplies
06/15/2022	PUBLIC PERFORMANCE MAN	\$1,807.01	Employee Training
06/16/2022	PUBLIC PERFORMANCE MAN	\$63.00	Employee Training
06/16/2022	IDVILLE	\$885.00	Office Supplies
06/17/2022	AC HOTEL NEW ORLEANS F	\$0.01	Travel/Conference
06/17/2022	AC HOTEL NEW ORLEANS F	\$0.01	Travel/Conference
06/17/2022	AC HOTEL NEW ORLEANS F	\$0.01	Travel/Conference
06/20/2022	STANDARD OFFICE SUPPLY	\$38.78	Office Supplies
06/20/2022	AC HOTEL NEW ORLEANS F	\$0.01	Travel/Conference
06/20/2022	IDVILLE	\$956.55	Office Supplies
06/22/2022	SQ *SYSMEGA LLC	\$929.22	IT Equipment
06/24/2022	MAC BUSINESS SOLUTIONS	\$485.10	IT Equipment
06/27/2022	GRADUATE SCHOOL USA	\$3,478.00	Employee Training
06/29/2022	IN *JESSICA YURINKO PH	\$620.00	Photography Services
06/30/2022	STANDARD OFFICE SUPPLY	\$16.60	Office Supplies
06/30/2022	COLORID	\$1,640.50	Credentialing Supplies
07/04/2022	COMCAST	\$248.53	Cable
07/04/2022	COMCAST	\$55.44	Cable
07/06/2022	NEAL R. GROSS & CO., I	\$273.00	Transcription Services
07/07/2022	SQ *SYSMEGA LLC	\$293.66	IT Equipment
07/07/2022	CDW GOVT #BG23681	\$80.33	IT Equipment
07/08/2022	STANDARD OFFICE SUPPLY	\$4,353.44	Office Supplies
07/08/2022	STANDARD OFFICE SUPPLY	\$26.95	Office Supplies
07/08/2022	STANDARD OFFICE SUPPLY	\$384.24	Office Supplies
07/08/2022	COLORID	\$3,157.50	Credentialing Supplies
07/08/2022	DUPONT COMPUTERS	\$891.39	IT Equipment
07/11/2022	AMAZON.COM*NB5SD5JO3	\$4,541.60	Office Supplies
07/12/2022	DMI* DELL SM BUS	\$769.76	IT Equipment
07/15/2022	PROJECT MGMT INSTITUTE	\$139.00	Employee Training
07/15/2022	PROJECT MGMT INSTITUTE	\$139.00	Employee Training
07/15/2022	PROJECT MGMT INSTITUTE	\$139.00	Employee Training
07/15/2022	MVS INC	\$1,524.50	IT Equipment
07/18/2022	STANDARD OFFICE SUPPLY	\$533.25	Office Supplies
07/20/2022	IPMA-HR	\$5,000.00	Conference Registration
07/21/2022	IPMA-HR	\$3,755.00	Conference Registration
07/25/2022	IPMA-HR	\$5,000.00	Conference Registration
07/25/2022	IPMA-HR	\$750.00	Conference Registration
07/28/2022	STANDARD OFFICE SUPPLY	\$110.00	Office Supplies
07/28/2022	GEIGER	\$4,429.71	Uniforms
08/01/2022	STANDARD OFFICE SUPPLY	\$163.45	Office Supplies
08/03/2022	SQ *SYSMEGA LLC	\$257.78	IT Equipment
08/03/2022	SPACEAVER SYSTEMS INC	\$281.88	Office Equipment
08/03/2022	COMCAST	\$249.64	Cable
08/03/2022	COMCAST	\$55.44	Cable
08/04/2022	SQ *SYSMEGA LLC	\$982.78	IT Equipment
08/04/2022	STANDARD OFFICE SUPPLY	\$600.77	Office Supplies
08/04/2022	STANDARD OFFICE SUPPLY	\$147.23	Office Supplies
08/04/2022	MVS INC	\$987.80	IT Equipment
08/05/2022	STANDARD OFFICE SUPPLY	\$368.66	Office Supplies
08/08/2022	TRAINHR	\$799.00	Employee Training
08/08/2022	IPMA-HR	\$1,000.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/09/2022	IFEBP	\$1,515.00	Conference Registration
08/10/2022	STANDARD OFFICE SUPPLY	\$407.85	Office Supplies
08/15/2022	STANDARD OFFICE SUPPLY	\$1,417.86	Office Supplies
08/17/2022	RAINFOCADOBE M22	\$1,295.00	Employee Training
08/25/2022	STANDARD OFFICE SUPPLY	\$0.00	Office Supplies
08/25/2022	DUPONT COMPUTERS	\$4,916.00	IT Equipment
08/25/2022	SOCIETYFORHUMANRESOURC	\$3,400.00	Travel/Conference
08/26/2022	CDW GOVT #CJ25029	\$202.38	IT Software
09/01/2022	STANDARD OFFICE SUPPLY	\$4,286.99	Office Supplies
09/02/2022	IN *ADMIN AWARDS, LLC	\$4,550.00	Employee Engagement Supplies
09/05/2022	WWW.SUPREMETRAINER.COM	\$169.00	Employee Training
09/05/2022	NATIONAL EMPLOYMENT LA	\$3,731.25	Employee Training
09/05/2022	COMCAST	\$249.65	Cable
09/07/2022	SQ *SYSMEGA LLC	\$1,575.98	IT Equipment
09/07/2022	MVS INC	\$1,345.00	IT Equipment
09/08/2022	CENGAGE LEARNING, INC	\$2,795.00	Employee Training
09/08/2022	CARAHSOFT TECHNOLOGY C	\$2,997.00	IT Software/Subscription
09/09/2022	STANDARD OFFICE SUPPLY	\$155.40	Office Supplies
09/09/2022	COMCAST	\$110.88	Cable
09/09/2022	NAGDCA	\$300.00	Employee Training
09/12/2022	STANDARD OFFICE SUPPLY	\$4,990.00	Office Supplies
09/12/2022	STANDARD OFFICE SUPPLY	\$623.75	Office Supplies
09/12/2022	NAGDCA	\$300.00	Employee Training
09/12/2022	EIG	\$222.60	Employee Training

Date of Expenditure	Vendor Name	Dollar Amount	Purpose of Expenditure
11/21/2022	COURTYARD NEW ORLANS DWNTWN NE	\$477.09	Travel/Conference
11/21/2022	COURTYARD NEW ORLANS DWNTWN NE	\$477.09	Travel/Conference
11/23/2022	COLORID	\$1,125.00	Credentialing Supplies
11/25/2022	DELTA	\$517.20	Travel/Conference
11/28/2022	THE COEUR DALENE	\$168.97	Travel/Conference
11/30/2022	SMARTSHEET INC.	\$1,259.28	IT Software/Subscription
12/05/2022	STANDARD OFFICE SUPPLY	\$1,458.81	Office Supplies
12/07/2022	SQ *SYSMEGA LLC	\$4,685.66	IT Equipment
12/07/2022	STANDARD OFFICE SUPPLY	\$349.80	Office Supplies
12/07/2022	COMCAST	\$55.44	Cable
12/07/2022	COMCAST	\$249.65	Cable
12/08/2022	STANDARD OFFICE SUPPLY	\$327.48	Office Supplies
12/09/2022	COLORID	\$2,628.00	Credentialing Supplies
12/12/2022	THE COEUR DALENE	\$298.01	Travel/Conference
12/12/2022	THE COEUR DALENE	\$19.99	Travel/Conference
12/15/2022	TEMI COTRANSCRIPTION	\$100.00	IT Software/Subscription
12/16/2022	SQ *GIMMAL, LLC	\$4,690.39	IT Software/Subscription
12/16/2022	TEMI COTRANSCRIPTION	\$100.00	IT Software/Subscription
12/19/2022	GEIGER	\$4,899.02	Uniforms
12/22/2022	COLORID	\$1,185.00	Credentialing Supplies

CHART OF DCHR AGENCY POSITIONS, as of JAN. 1, 2023 (Q28)

Q28 Agency Positions

"DCHR PO Tables" - Tab Q28

Division	Subdivision	Posn Nbr	Title	Emplid	Hire Date	Vacant Since	Status on Hiring	Status Filled/Vacant	Grade	Step	Salary	FTE x Dist %	Reg/Temp /Term
Agency Management	Personnel	00005831	Staff Assistant	00103752	7/9/18			F	11	5	\$ 73,677.00	1	Reg
Agency Management	Personnel	00010661	Records Management Specialist	00037841	1/22/08			F	11	8	\$ 79,971.00	1	Reg
Agency Management	Personnel	00011823	Support Services Assistant	00080099	9/22/14			F	7	5	\$ 51,091.00	1	Reg
Agency Management	Personnel	00013887	Human Resources Specialist	00100201	10/2/17			F	14	4	\$ 120,569.00	1	Reg
Agency Management	Personnel	00015210	Resource Allocation Analyst	00063509	9/27/10			F	12	1	\$ 80,784.00	1	Term
Agency Management	Personnel	00016777	Program Analyst	00070912	11/19/12			F	11	9	\$ 82,069.00	1	Reg
Agency Management	Personnel	00033032	Director, Dept of Human Res.		Vacant	10/1/21	Actively Recruiting	V	E5	0		1	Reg
Agency Management	Personnel	00047234	Chief Administrative Officer	00004549	2/19/19			F	15	0	\$ 156,056.25	1	Reg
Agency Management	Personnel	00047286	Support Services Specialist	00091627	6/27/16			F	9	4	\$ 59,378.00	1	Reg
Agency Management	Personnel	00077599	HR Spec (Human Resource Dev)	00037824	3/16/20			F	12	1	\$ 48,470.45	1	Temp
Agency Management	Personnel	00085462	HR Assistant (Info. Systems)	00099855	9/18/17			F	6	6	\$ 47,537.00	1	Term
Agency Management	Personnel	00091276	Program Support Specialist	00122220	5/16/22			F	11	5	\$ 73,677.00	1	Term
Agency Management	Communication	00010582	Editor and Graphics Specialist	00083838	10/20/14			F	12	3	\$ 85,794.00	1	Reg
Agency Management	Communication	00070185	Public Information Officer	00089819	1/4/16			F	14	10	\$ 141,707.00	1	Reg
Agency Management	Customer Service	00025493	Customer Service Supervisor	00113775	10/12/21			F	13	0	\$ 99,513.00	1	Reg
Agency Management	Customer Service	00039860	Customer Svcs Communicat Spec	00122708	6/6/22			F	9	1	\$ 54,183.00	1	Term
Agency Management	Customer Service	00044251	Customer Svcs Communicat Spec	00101538	1/22/18			F	9	1	\$ 54,183.00	1	Reg
Agency Management	Customer Service	00047526	Customer Svcs Communicat Spec	00087754	8/10/15			F	9	4	\$ 59,378.00	1	Reg
Agency Management	Customer Service	00070157	Staff Assistant	00094745	10/31/16			F	11	9	\$ 82,069.00	1	Term
General Counsel	Legal	00041740	General Counsel	00035048	3/17/08			F	2	0	\$ 185,813.06	1	Reg
General Counsel	Legal	00043137	Attorney Advisor	00071143	12/17/12			F	13	7	\$ 130,784.00	1	Reg
General Counsel	Legal	00044475	Human Resource Specialist (Emp)	00086678	5/29/18			F	13	4	\$ 102,018.00	1	Reg
General Counsel	Legal	00044557	PARALEGAL SPEC	00000508	4/19/99			F	12	10	\$ 111,749.00	1	Reg
General Counsel	Legal	00045500	Deputy General Counsel	00068657	6/4/12			F	1	0	\$ 171,449.04	1	Reg
General Counsel	Legal	00045986	Human Resources Specialist (Em	00120898	1/18/22			F	11	1	\$ 65,285.00	1	Term
General Counsel	Legal	00073485	Attorney Advisor	00102532	4/17/18			F	13	9	\$ 138,047.00	1	Reg
General Counsel	Legal	00077595	Attorney Advisor	00080539	4/21/14			F	13	7	\$ 130,784.00	1	Reg
General Counsel	Legal	00091306	Program Analyst		Vacant	12/31/22	Actively Recruiting	V				1	Term
General Counsel	Legal	00097385	Supervisory HR Specialist (Emp	00068208	4/9/12			F	14	0	\$ 135,348.52	1	Reg
General Counsel	Legal	00109046	Human Resources Specialist (Em	00108940	6/24/19			F	11	1	\$ 65,285.00	1	Term
General Counsel	Legal	00109047	Human Resources Specialist (Em	00124394	8/29/22			F	11	1	\$ 65,285.00	1	Term
General Counsel	Legal	00109048	Human Resources Specialist (Em	00123664	8/1/22			F	11	1	\$ 65,285.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00006074	Supvy HR Spec (Empl Benefits)	00080978	6/2/14			F	13	0	\$ 109,465.14	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00013624	Lead HR Specialist (Retirement	00023016	10/7/91			F	13	10	\$ 119,915.78	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00013902	Associate Director for Benefit	00079131	12/2/13			F	15	0	\$ 171,502.29	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00017461	Editor and Graphics Specialist	00119628	10/12/21			F	12	3	\$ 85,794.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00020790	HR Spec (Employee Benefits)	00089576	10/12/21			F	9	4	\$ 59,378.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00021722	HR Spec. (Employee Benefits)	00021867	6/23/97			F	11	7	\$ 77,873.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00022056	Management Analyst	00113344	3/30/20			F	12	7	\$ 95,816.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00022859	HR Spec. (Employee Benefits)	00070914	11/19/12			F	11	5	\$ 73,677.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00025631	Supvy HR Spec (Empl Benefits)	00011926	8/8/16			F	13	0	\$ 105,398.31	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00026074	HR Specialist (Benefits Financ	00103038	5/29/18			F	12	3	\$ 85,794.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00036371	HR Spec. (Employee Benefits)	00104039	7/23/18			F	11	1	\$ 65,285.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00043650	HR Spec (Employee Benefits)	00104820	8/6/18			F	9	1	\$ 54,183.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00043651	Supvy HR Spec (Empl Benefits)	00070706	10/14/12			F	14	0	\$ 139,280.20	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00044496	HR Specialist (Emp. Benefits)	00119083	8/30/21			F	12	5	\$ 90,805.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00044498	HR Spec. (Employee Benefits)	00095572	12/27/16			F	11	7	\$ 77,873.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00047331	HR Spec (Employee Benefits)	00123308	7/18/22			F	9	4	\$ 59,378.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00077598	HR Specialist (Emp. Benefits)	00071196	12/31/12			F	12	4	\$ 88,300.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00077750	HR Specialist (Emp. Benefits)	00098350	8/5/19			F	12	1	\$ 80,784.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00077773	Attorney Advisor	00105388	9/17/18			F	14	4	\$ 141,675.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00077896	Management Analyst	00097425	9/14/20			F	11	3	\$ 69,481.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00085639	Contract Compliance Monitor	00095977	1/23/17			F	12	2	\$ 83,289.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00087376	Special Assistant	00103826	7/9/18			F	6	0	\$ 107,982.65	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00091287	Supvy HR Spec (Empl Benefits)	00090741	4/4/16			F	14	0	\$ 133,162.73	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00093458	HR Specialist (Emp. Benefits)	00053028	5/20/13			F	12	9	\$ 100,827.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00094096	Wellness Program Coordinator	00030315	6/24/19			F	13	8	\$ 113,950.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00094997	HR Assistant (Emp. Benefits)	00091475	5/29/18			F	7	4	\$ 49,533.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00097219	HR Spec. (Employee Benefits)	00107097	1/22/19			F	11	9	\$ 82,069.00	1	Term
Benefits & Retirement Services	Benefits Operation Unit	00000516	FINANCIAL MGR	00043091	10/27/08			F	14	10	\$ 153,233.00	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00106889	Supervisory Contract Specialis	00106436	11/26/18			F	14	0	\$ 129,228.93	1	Reg
Benefits & Retirement Services	Benefits Operation Unit	00036443	BUDGET DIR	00003189	10/20/03			F	15	9	\$ 175,401.00	1	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00002821	RETIREMENT BOARD MEMBER		Vacant	10/1/22	Actively Recruiting	V	0	0	\$ 13,000.00	0	Temp
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00003106	RETIREMENT BOARD MEMBER	00072180	7/3/19			F	0	0	\$ 13,000.00	1	Temp
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00003288	HR Specialist (PFFRB)	00006608	9/2/08			F	12	10	\$ 103,333.00	0.25	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00003288	HR Specialist (PFFRB)	00006608	9/2/08			F	12	10		0.75	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021720	HR Specialist (PFFRB)	00068829	2/3/14			F	11	5	\$ 73,677.00	0.25	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021720	HR Specialist (PFFRB)	00068829	2/3/14			F	11	5		0.75	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021754	HR Specialist (PFFRB)	00021899	8/17/81			F	12	4	\$ 88,300.00	0.25	Reg
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021754	HR Specialist (PFFRB)	00021899	8/17/81			F	12	4		0.75	Reg

Division	Subdivision	Posn Nbr	Title	Emplid	Hire Date	Vacant Since	Status on Hiring	Status Filled/Vacant	Grade	Step	Salary	FTE x Dist %	Reg/Temp /Term	
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021929	Supervisory HR Specialist (Pol	00022078	4/25/80			F	14	0	\$ 149,585.41	0.75	Reg	
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00021929	Supervisory HR Specialist (Pol	00022078	4/25/80			F	14	0		0.25	Reg	
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00073513	Attorney Advisor	00119643	10/12/21			F	12	5	\$ 103,875.00	0.25	Reg	
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00073513	Attorney Advisor	00119643	10/12/21			F	12	5		0.75	Reg	
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00078162	HR Specialist (PFFRB)			Vacant	12/31/22	Offer made; EOD 1/30	V				0.25	Term
Benefits & Retirement Services	Police & Fire Retirement Relief Board	00078162	HR Specialist (PFFRB)										0.75	Term
HR Solutions	Recruiting & Staffing	00005517	HR Spec (Recruit & Placement)	00096251	2/1/17			F	12	1	\$ 80,784.00	1	Reg	
HR Solutions	Recruiting & Staffing	00006283	HR Spec (Recruitment/Placement)	00111548	10/28/19			F	11	1	\$ 65,285.00	1	Term	
HR Solutions	Recruiting & Staffing	00008900	HR Spec (Recruit & Placement)	00123525	8/1/22			F	12	2	\$ 83,289.00	1	Reg	
HR Solutions	Recruiting & Staffing	00008905	Lead HR Spec. (Recruit/Place.)	00073222	9/13/21			F	13	3	\$ 99,035.00	1	Reg	
HR Solutions	Recruiting & Staffing	00010023	HR Spec (Recruit & Placement)	00119158	9/13/21			F	12	10	\$ 103,333.00	1	Reg	
HR Solutions	Recruiting & Staffing	00014651	Associate Director, Human Reso	00037342	9/18/17			F	15	0	\$ 169,417.79	1	Reg	
HR Solutions	Recruiting & Staffing	00024813	Lead HR Spec. (Recruit/Place.)	00023269	9/8/14			F	13	10	\$ 119,916.00	1	Reg	
HR Solutions	Recruiting & Staffing	00026680	Staff Assistant	00026857	1/20/87			F	11	8	\$ 79,971.00	1	Reg	
HR Solutions	Recruiting & Staffing	00032863	Lead HR Spec. (Recruit/Place.)	00007957	8/20/18			F	13	5	\$ 105,001.00	1	Reg	
HR Solutions	Recruiting & Staffing	00033615	HR Spec (Recruitment/Placement)	00115385	9/28/20			F	11	6	\$ 75,775.00	1	Reg	
HR Solutions	Recruiting & Staffing	00047347	HR Spec (Recruitment/Placement)	00104042	7/23/18			F	11	1	\$ 65,285.00	1	Reg	
HR Solutions	Recruiting & Staffing	00087380	Lead HR Spec. (Recruit/Place.)	00105383	9/17/18			F	13	4	\$ 102,018.00	1	Reg	
HR Solutions	Recruiting & Staffing	00087391	Customer Svcs Communicat Spec	00106760	12/31/18			F	9	10	\$ 69,770.00	1	Term	
HR Solutions	Recruiting & Staffing	00087396	HR Spec (Recruitment/Placement)	00006513	12/5/22			F	9	1	\$ 54,183.00	1	Term	
HR Solutions	Recruiting & Staffing	00087400	HRIS Specialist	00108385	8/30/21			F	11	5	\$ 73,677.00	1	Term	
HR Solutions	Recruiting & Staffing	00091272	Human Resources Assistant (Pro	00089292	11/9/15			F	7	5	\$ 51,091.00	1	Term	
HR Solutions	Recruiting & Staffing	00097489	Supvy HR Spec. (Recruit/Place)	00072537	6/3/13			F	14	0	\$ 125,344.76	1	Reg	
HR Solutions	Recruiting & Staffing	00097490	HR Spec (Recruitment/Placement)	00103846	7/9/18			F	9	1	\$ 54,183.00	1	Term	
HR Solutions	Recruiting & Staffing	00097491	HR Spec (Recruitment/Placement)	00104043	7/23/18			F	11	3	\$ 69,481.00	1	Reg	
HR Solutions	Recruiting & Staffing	00087390	HR Spec (Recruitment/Placement)	00100140	1/22/18			F	9	3	\$ 57,647.00	1	Term	
HR Solutions	Recruiting & Staffing	00097495	HR Spec (Recruitment/Placement)	00065922	7/18/22			F	9	4	\$ 59,378.00	1	Term	
HR Solutions	Recruiting & Staffing	00097496	Supvy HR Spec. (Recruit/Place)	00067539	1/9/12			F	14	0	\$ 138,165.96	1	Reg	
HR Solutions	Classification	00020532	Human Resources Specialist (CI	00126568	11/21/22			F	11	4	\$ 71,579.00	1	Term	
HR Solutions	Classification	00028216	HR Specialist (Class)	00106669	12/17/18			F	12	8	\$ 98,322.00	1	Reg	
HR Solutions	Classification	00046349	HUMAN RESOURCES SPEC CLASS	00037901	2/4/08			F	13	10	\$ 119,916.00	1	Reg	
HR Solutions	Classification	00046651	Supvy HR Specialist (Class)	00121578	3/14/22			F	14	0	\$ 120,683.50	1	Reg	
HR Solutions	Classification	00091294	Human Resources Specialist (CI	00125648	10/11/22			F	11	10	\$ 84,167.00	1	Term	
HR Solutions	Classification	00091295	HUMAN RESOURCES SPEC CLASS	00112388	1/6/20			F	13	1	\$ 93,069.00	1	Reg	
HR Solutions	Classification	00109719	Human Resources Specialist (CI	00108460	10/11/22			F	9	4	\$ 59,378.00	1	Term	
HR Solutions	Classification	00109720	Human Resources Specialist (CI	00100939	11/27/17			F	11	6	\$ 75,775.00	1	Term	
HR Solutions	Information Technology	00009300	Program Analyst	00099640	4/25/22			F	12	7	\$ 95,816.00	1	Term	
HR Solutions	Information Technology	00012279	IT Specialist (Internet)	00038271	3/17/08			F	13	9	\$ 116,933.00	1	Reg	
HR Solutions	Information Technology	00013769	IT Spec. (Customer Support)	00004152	11/2/07			F	12	7	\$ 95,816.00	1	Reg	
HR Solutions	Information Technology	00014162	IT Spec. (Customer Support)	00021941	4/29/85			F	12	8	\$ 98,322.00	1	Reg	
HR Solutions	Information Technology	00031896	Supervisory IT Specialist	00095167	11/14/16			F	14	0	\$ 141,243.39	1	Reg	
HR Solutions	Information Technology	00045911	HR Spec (Info Systems)	00106377	11/13/18			F	13	4	\$ 102,018.00	1	Reg	
HR Solutions	Information Technology	00046639	HR Spec (Info Systems)	00082420	8/11/14			F	13	3	\$ 99,035.00	1	Reg	
HR Solutions	Information Technology	00047287	IT Spec. (Customer Support)	00086159	6/1/15			F	12	7	\$ 95,816.00	1	Reg	
HR Solutions	Information Technology	00070143	IT Specialist	00080990	6/2/14			F	14	10	\$ 141,707.00	1	Reg	
HR Solutions	Information Technology	00070202	IT SPEC. (CUSTOMER SUPPORT)	00055521	5/18/09			F	9	7	\$ 64,574.00	1	Reg	
HR Solutions	Information Technology	00109894	HR Specialist (Information Sys	00091883	10/11/22			F	9	3	\$ 57,647.00	1	Term	
HR Solutions	Information Technology	00109895	Human Resources Specialist (In	00127045	1/17/23			F	12	8	\$ 98,322.00	1	Term	
HR Solutions	Information Technology	00083553	HR Spec (Info Systems)			Vacant	10/1/22	Offer made; EOD 1/17	V	9	7		1	
HR Solutions	Analytics	00024981	HR Specialist (Measurement, An	00091292	6/6/16			F	13	3	\$ 99,035.00	1	Reg	
HR Solutions	Analytics	00036683	Meas., Anal. & Plan. Spec (HR)	00091830	10/12/21			F	9	3	\$ 57,647.00	1	Term	
HR Solutions	Analytics	00047244	Deputy Director, DCHR	00070176	9/4/12			F	16	0	\$ 197,337.50	1	Reg	
Learning & Development	Training & Development	00000490	Training Specialist	00090724	4/4/16			F	9	7	\$ 64,574.00	1	Reg	
Learning & Development	Training & Development	00006410	HR Spec (HR Dev)	00019255	10/12/21			F	13	10	\$ 119,916.00	1	Reg	
Learning & Development	Training & Development	00009554	Training Specialist	00099834	9/18/17			F	11	1	\$ 65,285.00	1	Reg	
Learning & Development	Training & Development	00009947	Assoc. Direct for Workforce De	00030625	8/16/05			F	15	0	\$ 159,177.38	1	Reg	
Learning & Development	Training & Development	00016830	HR Spec (HR Dev)			Vacant	12/31/22	Offer made; EOD 2/13	V	13	0		1	Reg
Learning & Development	Training & Development	00020264	Lead Human Resources Specialis	00067940	3/5/12			F	14	7	\$ 131,138.00	1	Reg	
Learning & Development	Training & Development	00030237	HR Spec (Human Resource Dev)	00088972	11/13/18			F	11	4	\$ 71,579.00	1	Reg	
Learning & Development	Training & Development	00043709	Editor and Graphics Specialist	00038530	3/17/08			F	12	5	\$ 90,805.00	1	Reg	
Learning & Development	Training & Development	00070178	Supv HR Spec (HR Dev)	00083907	11/3/14			F	14	0	\$ 132,647.81	1	Reg	
Learning & Development	Training & Development	00086352	Program Manager	00038859	5/11/08			F	15	0	\$ 177,839.33	1	Reg	
Learning & Development	Training & Development	00091278	Outreach Specialist	00086717	6/29/15			F	12	6	\$ 93,311.00	1	Term	
Learning & Development	Training & Development	00091283	Program Analyst	00017537	8/24/20			F	11	8	\$ 79,971.00	1	Term	
Learning & Development	Training & Development	00091284	Program Specialist (Career Pat	00120755	1/3/22			F	11	5	\$ 73,677.00	1	Reg	
Learning & Development	Training & Development	00093756	Program Analyst	00089932	10/13/15			F	13	3	\$ 99,035.00	1	Reg	
Learning & Development	Training & Development	00108273	HR Support Assistant Apprentic	00103319	1/7/19			F	7	4	\$ 49,533.00	1	Term	
Learning & Development	Training & Development	00108274	Human Resources Assistant (Pro	00123348	7/18/22			F	7	1	\$ 44,859.00	1	Term	
Learning & Development	Training & Development	00108276	HR Support Assistant Apprentic	00116647	7/18/22			F	7	1	\$ 44,859.00	1	Term	
Learning & Development	Training & Development	00108277	HR Support Assistant Apprentic	00123315	7/18/22			F	7	1	\$ 44,859.00	1	Term	
Learning & Development	Training & Development	00108279	HR Support Assistant Apprentic	00123309	7/18/22			F	7	1	\$ 44,859.00	1	Term	
Learning & Development	Training & Development	00108280	Human Resources Assistant (Pro	00126008	5/8/20			F	7	1	\$ 44,859.00	1	Term	

Division	Subdivision	Posn Nbr	Title	Emplid	Hire Date	Vacant Since	Status on Hiring	Status Filled/Vacant	Grade	Step	Salary	FTE x Dist %	Reg/Temp /Term
Learning & Development	Training & Development	00108281	Human Resources Assistant (Pro	00123313	7/18/22			F	7	1	\$ 44,859.00	1	Term
Learning & Development	Capital City Fellow	00091282	CAPITAL CITY FELLOW	00120053	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Capital City Fellow	00091291	CAPITAL CITY FELLOW	00111903	7/18/22			F	4	0	\$ 64,342.33	1	Term
Learning & Development	Capital City Fellow	00091307	CAPITAL CITY FELLOW	00120056	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Capital City Fellow	00091314	CAPITAL CITY FELLOW	00120052	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Capital City Fellow	00091314	CAPITAL CITY FELLOW	00120067	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Capital City Fellow	00095053	CAPITAL CITY FELLOW	00120051	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Capital City Fellow	00095055	CAPITAL CITY FELLOW	00120061	11/8/21			F	4	0	\$ 64,342.00	1	Term
Learning & Development	Special Programs	00047185	District Leadership Program Int	00119896	10/12/21			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047185	District Leadership Program Int	00125704	11/7/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047185	District Leadership Program Int	00125636	10/11/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047185	District Leadership Program Int	00125638	10/11/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047185	District Leadership Program Int	00125639	10/11/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047185	District Leadership Program Int	00125640	10/11/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047187	District Leadership Program Int	00112330	6/6/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047187	District Leadership Program Int	00122705	6/6/22			F	7	1	\$ 33,644.25	0.2	Temp
Learning & Development	Special Programs	00047197	District Leadership Program Int	00119656	10/12/21			F	7	1	\$ 33,644.25	0.77	Temp
Learning & Development	Special Programs	00047220	District Leadership Program Int	00119650	10/12/21			F	5	1	\$ 27,409.50	0.77	Temp
Learning & Development	Special Programs	00047220	District Leadership Program Int	00120099	11/8/21			F	5	1	\$ 27,409.50	0.77	Temp
Learning & Development	Special Programs	00085536	District Leadership Program Int	00122704	10/11/22			F	5	1	\$ 36,546.00	0.25	Temp
Learning & Development	Special Programs	00085536	District Leadership Program Int	00125635	10/11/22			F	5	1	\$ 36,546.00	0.25	Temp
Learning & Development	Special Programs	00085536	District Leadership Program Int	00126913	1/3/23			F	5	1	\$ 36,546.00	0.25	Temp
Learning & Development	Special Programs	00085536	District Leadership Program Int	00125705	10/11/22			F	5	1	\$ 36,546.00	0.25	Temp
Learning & Development	Special Programs	00085537	District Leadership Program Int	00078526	10/11/22			F	7	1	\$ 33,644.25	0.25	Temp
Learning & Development	Special Programs	00085537	District Leadership Program Int	00125637	10/11/22			F	7	1	\$ 33,644.25	0.25	Temp
Learning & Development	Special Programs	00085541	District Leadership Program Int	00120206	11/22/21			F	5	1	\$ 27,409.50	0.25	Temp
Strategic Human Capital	Performance Measurement	00010152	Human Resources Specialist (Co	00035462	5/13/07			F	14	7	\$ 131,138.00	1	Reg
Strategic Human Capital	Performance Measurement	00042941	HR Specialist (Perf. Mgmt.)	00079786	1/27/14			F	13	10	\$ 119,916.00	1	Reg
Strategic Human Capital	Performance Measurement	00043523	HR Specialist (Measurement, An	00102189	3/5/18			F	13	3	\$ 99,035.00	1	Reg
Strategic Human Capital	Performance Measurement	00082615	Management and Program Anlysi	00096284	2/6/17			F	14	4	\$ 120,569.00	1	Reg
Policy & Compliance	Compliance	00010083	Compliance Specialist	00097607	5/30/17			F	12	5	\$ 90,805.00	1	Reg
Policy & Compliance	Compliance	00023434	Compliance Specialist	00080132	3/3/14			F	12	7	\$ 95,816.00	1	Reg
Policy & Compliance	Compliance	00043852	Management Analyst	00037772	6/1/20			F	11	4	\$ 71,579.00	1	Term
Policy & Compliance	Compliance	00044577	Supervisory Investigator	00118291	8/2/21			F	12	0	\$ 91,618.23	1	Reg
Policy & Compliance	Compliance	00047243	Compliance Review Manager	00081002	6/2/14			F	14	0	\$ 135,406.89	1	Reg
Policy & Compliance	Compliance	00085644	Compliance Specialist	00096703	3/6/17			F	12	4	\$ 88,300.00	1	Term
Policy & Compliance	Compliance	00092440	Compliance Specialist	00124409	8/29/22			F	11	1	\$ 65,285.00	1	Term
Policy & Compliance	Compliance	00095440	Compliance Specialist	00122682	6/6/22			F	9	1	\$ 54,183.00	1	Term
Policy & Compliance	Compliance	00097342	Staff Assistant	00124799	9/12/22			F	11	1	\$ 65,285.00	1	Term
Policy & Compliance	Policy	00003332	Writer (Human Resource Policy)	00115467	9/28/20			F	12	5	\$ 90,805.00	1	Reg
Policy & Compliance	Policy	00009222	Program Coordinator (Drug and	00091200	11/27/17			F	12	3	\$ 85,794.00	1	Reg
Policy & Compliance	Policy	00022446	Writer (Human Resource Policy)	00038702	1/21/20			F	12	7	\$ 95,816.00	1	Reg
Policy & Compliance	Policy	00027572	Associate Director for Policy	00013772	10/15/07			F	2	0	\$ 190,915.00	1	Reg
Policy & Compliance	Policy	00093453	Compliance Specialist	00093588	9/19/16			F	13	4	\$ 102,018.00	1	Reg
Policy & Compliance	Policy	00093454	Writer Editor	00100541	10/30/17			F	13	5	\$ 105,001.00	1	Reg
Policy & Compliance	Policy	00109049	Writer (Human Resource Policy)	00124801	9/12/22			F	12	2	\$ 83,289.00	1	Reg

BE0 - Department of Human Resources

Programs	Program Description	Administering Office(s)	Activities	Results
Health and Wellness Programming	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	Benefits and Retirement Administration	Coordinating multiple wellness events District-wide including flu shot clinics, mammovan, and wellness challenges	Held over 200 events in FY22
Annual Leave Bank Administration	Running the District Government workforce's Annual Leave Bank	Benefits and Retirement Administration Program	Working with employees and the Office of Payroll and Retirement Services to facilitate transferring of donated leave	N/A
Health and Retirement Plan Management	Running all aspects of the District Government workforce's Health and Retirement Plans	Benefits and Retirement Administration	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	Executing all DC Government retirements and death claims	Benefits and Retirement Administration	Assisting employees to determine retirement eligibility and benefits that will be taken into retirement	560 retirements processed in FY22
University Partnerships	Partnering with universities to secure employee tuition reimbursement	Center for Learning and Development	Collaborating with local universities and colleges to provide tuition reimbursement Advertising discounts to employees	Partnerships with more than 10 universities/colleges
Employee Training	Instructional training including working with vendors, including eLearning vendor	Center for Learning and Development	Facilitating employee training Managing and collaborating with vendors, including eLearning vendor, to schedule employee training Developing agency-specific training	Over 2,000 employees completed almost 100 unique trainings. Over 100,000 online courses completed in online learning platform in FY22.
Learning and Development Programs	Includes development programs such as, Certified Public Managers, District Leadership Program, Six Sigma, Capital City Fellows and Learn, Earn, Advance, Prosper (LEAP)	Center for Learning and Development	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	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.	Center for Learning and Development	Training managers on effective coaching techniques Providing managers with coaching resources	
Onboarding	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	Center for Learning and Development/ HR Solutions Administration	Full-day new employee orientations that includes presentations from DCHR and partners District-wide	Over 7,000 new employees hired in FY22
Executive/Excepted Service Hiring	Hiring the District Government's executive leadership and positions excepted from competitive hiring practices.	HR Solutions Administration	Facilitating new employee orientation for Excepted and Executive Service employees	N/A
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.	HR Solutions Administration	Reviewing documentation submitted from subordinate agencies to ensure compliance and accuracy	Over 7,000 new employees hired, over 3,800 jobs posted, and over 11,000 personnel actions processed in FY22
Classification management	Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job.	HR Solutions Administration	Classifying positions based on associated duties Recertifying position descriptions Conducting desk audits	10 desk audits completed in FY22
Exit Interviews and Off-boarding	Transitioning employees from District Government service by providing information regarding temporary benefits coverage, leave payments, and severance, if applicable.	HR Solutions Administration	Meeting with exiting employees to provide exit interview and describe continuing benefits	N/A
Realignments/Reorganizations	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.	HR Solutions Administration	Meeting with agency leadership to understand new structure Assisting with new organizational structure charts	N/A
PeopleSoft Helpdesk	PeopleSoft technical assistance including PeopleSoft password support, error messages, creating reports, and escalation of errors to OCTO.	IT	Answering employee and job applicant questions via phone and email Analyzing call trends to provided needed training	Over 5,500 calls and e-mails handled in FY22

Programs	Program Description	Administering Office(s)	Activities	Results
Police and Firefighters' Retirement and Relief Board	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.	Benefits and Retirement Administration/Office of the General Counsel	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.	632 cases handled in FY22
Compliance Auditing	Reviewing and examining agency compliance with District rules and regulations including residency requirements. Providing recommendations for improvements as needed.	Policy and Compliance Administration	DCHR regularly conducts required and requested audits to ensure the efficiency of the District Government and adherence to the District Personnel Manual.	<ul style="list-style-type: none"> ☑2021 Attorney Licensing (published in Register calendar) ☑Year 2021 Voluntary Leave Transfer Program ☑Monthly Marijuana Reports ☑FY21H2 Suitability Report ☑FY22H1 Suitability Report ☑FY22H2 Suitability Report ☑FY21 Residency Report ☑Overtime Audit ☑Affordable Care Act Report ☑Safety Sensitive Pre-employment Report ☑Monthly Safety Sensitive Acknowledgement Audits
Criminal History Checks	Obtain fingerprints and evaluate criminal histories against regulatory factors to determine individual suitability for government employment.	Policy and Compliance Administration	Candidate/employee suitability assessments. Results and outcomes are stored electronically. Investigating certain cases to determine if applicant is suitable for specific job	Over 33,000 criminal checks conducted
Drug and Alcohol Enforcement Compliance	Drug and Alcohol Enforcement Compliance	Policy and Compliance Administration	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.	Over 6,000 drug/alcohol tests
Personnel Investigations	Upon request by an agency head, or when otherwise warranted due to significant or unique challenges, DCHR may conduct an investigation into allegations of systemic personnel mismanagement or noncompliance.	Policy and Compliance Administration; Office of the General Counsel	Conduct multiple fact-finding investigations into alleged personnel regulation violations or mismanagement. Collaborate with relevant partners to review and approve changes. Communicate changes and recommendations to agency, and provide support as appropriate.	N/A
Fitness for Duty (Employees)	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.	Policy and Compliance Administration	DCHR routinely receives and processes about 20 fitness assessment requests. The results are documented electronically.	38 fitnesses assessment conducted in FY22
Fitness for Appointment (Candidates)	Evaluated candidate fitness for specific jobs	Policy and Compliance Administration	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)	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Policy and Compliance Administration	Develop proposed legislation, rulemaking and policy guidance.	
HR Policy Development (In development)	DCHR develops policy related documents, providing guidance to agencies and employees concerning personnel management.	Policy and Compliance Administration	Develop proposed legislation, rulemaking and policy guidance.	
HR Program Measurement and Analysis	Measuring and monitoring HR data including responding to data requests and creating dashboards	Strategic Human Capital	Running report and analyzing various data	N/A
Compensation Management	Providing guidance on compensation and implementing compensation updates including cost of living increases and associated retro payments.	Strategic Human Capital	Answering compensation questions, running compensation audits, processes cost of living increases and retros	Over 10,000 cost of living increases processed
Customer Service Management	Interfacing with and providing customer care for the DCHR clientele to include calls, emails, walk-ins, and mail.	Strategic Human Capital	Answering employee calls/in-person questions	Over 30,000 calls in FY22 and over 500,000 customers engaging with the website
Employee verification	Confirming employee employment dates and positions to outside entities such as loan/mortgage companies and apartment leasing offices.	Strategic Human Capital	Responding to requestors regarding employee employment dates, salary, etc.	N/A
Records Management	Maintaining the District Government workforce's employee Official Personnel Files	Strategic Human Capital	Updating OPFs Ensuring accuracy of documents in OPFs Archiving and requesting OPFs from Archives	N/A

Programs	Program Description	Administering Office(s)	Activities	Results
Unemployment Claims	Verifying employment data for the Department of Employment Services	Strategic Human Capital	Researching and inputting unemployment information in Department of Labor's electronic system	N/A
Credentialing (issuing and revoking badges)	Issuing ID badges required in District building	Strategic Human Capital	Issuing badges to employees, contractors, and volunteers	N/A
Employee Performance Management	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	Strategic Human Capital	Agency, employee, and manager training Technical assistance Report running Compliance monitoring	93% of eligible employees had completed performance plans in FY22 and 91% of evaluations completed for FY21
FOIA	Respond to Freedom of Information Act requests from the public	Office of the General Counsel	Communicate with requestors to understand what is being requested; collect and review documents for responsiveness; draft responses to FOIA requests and produce documents. Respond to FOIA appeals as necessary.	64 FOIA requests dispositioned in FY22. To date in FY23, 14 FOIA requests dispositioned (12 submitted in FY23 and 2 submitted in FY22)
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	Provide legal guidance and support to internal/DCHR departments as well as to sister agencies across the District on various employment law matters.	Office of the General Counsel	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.	N/A
Legal sufficiency review of DCHR projects, policies and documents	Conduct legal sufficiency review of items including draft personnel policies/issuances and regulations, MOUs and MOAs, backpay packages, settlement agreements, suitability analyses, grievance final decisions, employee discipline and removals, internal agency procedures, etc.	Office of the General Counsel	Conduct legal review and research, communicate with and advise drafters and relevant stakeholders 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, complaints)	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, complaints)	Office of the General Counsel	Communicate with requestor to understand issue; research applicable rules, regulations, etc.; and draft formal responses.	N/A
Employee Relations-Grievances	Provide subject matter expertise on the District's grievance process and directly manage grievances at the personnel authority level.	Office of the General Counsel	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 FY22 we managed 7 grievances. To date, we have received 7 grievances in FY23. We receive 3-5 calls per week related to grievances and employee complaints.
Employee Relations- ER Training and Support	Provide trainings to managers around core employee relations topics and support around leave management.	Office of the General Counsel	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.	We completed approximately 12-16 formal trainings on employee relations topics and have done 3 more in FY2023. We responded to approximately 15-20 calls per week related to FMLA, ADA, and leave issues.
Sexual Harassment Officer Program Coordination	Provide training and support to the District's Sexual Harrassment Officers (SHOs) and support in the District's overall implementation of Mayor's Order 2017-313.	Office of the General Counsel	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.	Provided training to SHOs on conducting investigations, created an online training and resource database for SHOs to access as needed, supported various agencies in identifying alternate SHOs when conflicts of interest arose, provided routine support to agency SHOs when questions/issues came up.

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District Curfew - January 6, 2021

Human Resources Guidance for the COVID-19 Emergency (December Update)

Electronic District Personnel Manual (E-DPM) (2020 Update)

COVID-19 - Social Distancing Guidelines for Government Employees (December Update)

Agency Realignments

Use or Lose (2020)

COVID-19 Leave Restoration (December Update)

Travel and Training

Extension of Restrictions on Classification Actions

COVID Sick Leave (December Revision)

Legal Public Holidays 2021

Inauguration Day 2021- Compensation and Time Off Considerations

Human Resources Guidance for the COVID-19 Emergency (September Update)

COVID-19 Sick Leave

COVID-19 Employee Per Diem (September Update)

Human Resources Guidance for the COVID-19 Emergency (August Update)

Marijuana and Safety Sensitive Employees

Family and Medical Leave (2020 Update)

Pay and Term Limits, Exceptions (Form 11B Approvals)

Occupations and Professions Licensing Requirements

Residency Hardship Waiver

COVID-19 Leave Restoration

Human Resources Guidance for the COVID-19 Emergency (June Update)

Fiscal Year 2020 Restrictions on Personnel Actions, Travel, and Training

Positions Subject to Enhanced Suitability Screening - Revised

COVID-19 Employee Per Diem

COVID-19 Sick Leave (Old)

COVID-19: Social Distancing Guidelines for Government Employees

Human Resources Guidance for the COVID-19 Emergency (March 26 Update)

COVID-19 Timekeeping

Human Resources Guidance for the COVID-19 Emergency

Human Resource Flexibilities and the 2019 Novel Coronavirus (COVID-19)

Voting in Presidential and Local Primaries and the General Election

Residency

Overtime

Retirement Benefits Standard Operating Procedure

Name

Admin Leave Issuance - Jan 6, 2021

Administrative Closing Pay

COVID Leave Restoration (November 2020 Update)

COVID-19 Sick Leave (December Update)

Details

Discipline (2020 Update)
Dual and Outside Employment
E-DPM Issuance (2020 Update)
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
Overtime (2021 Update)
Pay and Term Limits Issuance Amendment
Pay and Term Limits, Exceptions (Form 11B Approvals)
Positions Subject to Enhanced Suitability Screening (2020)
Random Drug and Alcohol Testing
Recruitment Guide (2019 – Post Chapter 2)
Recruitment Incentives
Reductions in Force
Travel Expenses (2020)

Jan. 6, 20 Jan. 31, 2021	Jan. 6, 20 Jan. 7, 2021, 12:22 p.m.
Dec. 22, 2 -	Dec. 22, 2 Dec. 22, 2020, 9:49 a.m.
Dec. 18, 2 -	Dec. 18, 2 Dec. 18, 2020, 10:18 a.m.
Dec. 21, 2 #####	Dec. 18, 2 Dec. 23, 2020, 9:47 a.m.
Nov. 25, 2 -	Nov. 25, 2 Dec. 24, 2020, 8:25 a.m.
Nov. 25, 2 Jan. 29, 2021	Nov. 25, 2 Nov. 25, 2020, 10:29 a.m.
Dec. 30, 2 Dec. 31, 2021	Dec. 30, 2 Dec. 30, 2020, 11:30 a.m.
Nov. 6, 2 (Nov. 1, 2020	Nov. 6, 9 Nov. 6, 2020, 3:36 p.m.
Oct. 29, 2 #####	Oct. 29, 2 Nov. 2, 2020, 2:19 p.m.
Oct. 16, 2 #####	Oct. 16, 2 Dec. 23, 2020, 1:36 p.m.
Oct. 14, 2 Dec. 31, 2021	Oct. 14, 2 Dec. 18, 2020, 9:43 a.m.
Nov. 16, 2 Feb. 26, 2021	Nov. 16, 2 Nov. 16, 2020, 4:34 p.m.
Oct. 6, 20 Dec. 21, 2020	Oct. 6, 20 Dec. 22, 2020, 9:44 a.m.
13-Jul-20 Oct. 16, 2020	July 13, 9 Dec. 23, 2020, 1:34 p.m.
Sept. 24, Dec. 31, 2020	Sept. 24, Dec. 8, 2020, 6:11 a.m.
Sept. 2, 2 Oct. 6, 2020	Sept. 1, 2 Oct. 6, 2020, 11:48 a.m.
Aug. 31, 2 -	Aug. 31, 2 Aug. 31, 2020, 4:49 p.m.
Aug. 25, 2 -	Aug. 25, 2 Aug. 24, 2020, 3:54 p.m.
Aug. 11, 2 -	Aug. 11, 2 Nov. 30, 2020, 11:37 a.m.
##### -	June 29, 2 July 24, 2020, 9:18 a.m.
Aug. 15, 2 1-Jun-20	Aug. 15, 2 June 17, 2020, 10:13 a.m.
##### Dec. 30, 2020	June 16, 2 Dec. 30, 2020, 11:30 a.m.
2-Jun-20 Sept. 1, 2020	June 2, 2 (Sept. 1, 2020, 4:47 p.m.
6-Apr-20 Sept. 30, 2020	May 13, 2 June 8, 2020, 12:02 p.m.
Oct. 21, 2 -	Oct. 21, 2 Dec. 18, 2020, 9:42 a.m.

##### Sept. 24, 2020	April 14, 2 Sept. 24, 2020, 5:03 p.m.
2-Apr-20 13-Jul-20	May 2, 20 Sept. 30, 2020, 4:59 p.m.
##### Dec. 17, 2020	March 30, Dec. 18, 2020, 10:13 a.m.
##### 2-Jun-20	March 29, July 6, 2020, 4:51 p.m.
##### Dec. 31, 2020	March 29, June 11, 2020, 11:56 a.m.
##### #####	March 24, March 31, 2020, 12:28 p.m.
##### #####	March 11, Dec. 8, 2020, 6:13 a.m.
Jan. 25, 2 -	Feb. 5, 2 (Feb. 5, 2020, 4:27 p.m.
Jan. 31, 2 -	Jan. 31, 2 Sept. 28, 2020, 2:13 p.m.
Jan. 24, 2 -	Jan. 24, 2 July 13, 2020, 9:59 a.m.

Type

- Issuances
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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)



D.C. DEPARTMENT OF HUMAN RESOURCES

FY 2022 PERFORMANCE AND ACCOUNTABILITY REPORT

JANUARY 15, 2023

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1 D.C. DEPARTMENT OF HUMAN RESOURCES

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.

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.

2 2022 ACCOMPLISHMENTS

Accomplishment	Impact on Agency	Impact on Residents
<p>Electronic Official Personnel Folder</p>	<p>DCHR collaborated with the Office of the Chief Technology Officer to implement an attachment framework for HR personnel and recruitment actions that are processed with associated document retention. Guidance documents and training sessions were provided to the HR community to ensure successful change management. This project will significantly impact DCHR, by allowing it to maintain digital personnel records for employees rather than developing physical folders for new employees.</p>	<p>Employees and former employees who are District residents will soon have the ability to view their personnel documents from their employee portal, rather than having to request physical files from DCHR.</p>
<p>HR Policy Updates - DCHR published key HR policies including updates to the post-accident and incident drug and alcohol testing issuance, requests for local environmental pay, updated COVID and leave guidance, and changes to the year recertification requirement for classifications.</p>	<p>This accomplishment impacted DCHR by allowing us to continue to grow and shape the HR policies from which the HR community operates. These policy changes also streamline existing processes to increase overall efficiency.</p>	<p>This initiative impacts DC Resident DC government employees by updating and clarifying several HR Policies to lessen any ambiguity regarding said policies. Additionally, it is important that the District government have clear and up to date HR policies to ensure the continued functioning of the District Government and so that District employees may continue to service District residents.</p>
<p>Pathways Program Expansion</p>	<p>DCHR hosted multiple informational sessions for the DCHR HR Apprenticeship and DHS, DPR, DDOT, and DCHR IT apprentice programs resulting in over 700 applications and the selection of nine HR apprentices that were onboarded in Q4 and six (6) IT apprentices that will be onboarded in FY23. Seventeen apprentices participated in the DOES Call Center program and 75 in the MPD cadet program.</p>	<p>This program promotes pathways to entry-level DC government jobs for resident District graduates via a partnership and apprenticeship opportunity. In this Fiscal Year, DCHR expanded the apprentice program and drafted and received approval from the Department of Labor Apprenticeship Board for several additional standards including the Department of Employment Services Call Center, the Metropolitan Police Department Cadet Program, and additional IT programs at the Department of Human Services (DHS), the Department of Transportation (DDOT), and internally for DCHR.</p>

3 2022 OBJECTIVES

Strategic Objective	Number of Measures	Number of Operations
DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government.	3	6
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	8
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	2
Create and maintain a highly efficient, transparent, and responsive District government.	11	1

4 2022 OPERATIONS

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

(continued)

Operation Title	Operation Description	Type of Operation
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
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.		
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
Create and maintain a highly efficient, transparent, and responsive District government.		
Shared Services	The consolidation of administrative and support functions from several agencies into a single, stand-alone organizational entity (DCHR).	Key Project

5 2022 STRATEGIC INITIATIVES

In FY 2022, D.C. Department of Human Resources had 6 Strategic Initiatives and completed 83.33%.

Title	Description	Completion to Date	Update	Explanation for Incomplete 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.	Complete	In FY22, DCHR expanded the apprentice program and drafted and received approval from the Department of Labor Apprenticeship Board for several additional standards including the Department of Employment Services Call Center, the Metropolitan Police Department Cadet Program, and additional IT programs at the Department of Human Services (DHS), the Department of Transportation (DDOT), and internally for DCHR. DCHR hosted multiple informational sessions for the DCHR HR Apprenticeship and DHS, DPR, DDOT, and DCHR IT apprentice programs resulting in over 700 applications and the selection of nine HR apprentices that were onboarding in Q4 and six (6) IT apprentices that will be onboarded in Quarter 1 of FY23. Seventeen apprentices participated in the DOES Call Center program and 75 in the MPD cadet program. DCHR worked with agency and external partners to provide training and mentoring to apprentices throughout the fiscal year.	
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.	0-24%	In FY22, DCHR updated the exit interview process and the questions asked to better understand why employee turnover occurs. In addition, a turnover dashboard was created to better track turnover on a regular basis. Drafts for an employee onboarding survey and a hiring manager survey were created to measure successful onboarding and make any needed improvements.	The work for this initiative will continue into the new Fiscal Year and the initiative is being rolled over.

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.	Complete	In FY22, DCHR collaborated with the Office of the Chief Technology Officer to implement an attachment framework for HR personnel and recruitment actions that are processed with associated document retention. In addition, an administrative page that displays all the attachments was created to allow document maintenance. Stakeholders provided input after implementation to facilitate more streamlined attaching of required documentation. Guidance documents and training sessions were provided to the HR community to ensure successful change management.
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Strategic
Recruit-
ment

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.

Complete

In FY22, DCHR hosted 3 virtual hiring events and cohosted 1 hiring event with the Department of Employment Services (DOES). Additionally, DCHR helped coordinate 4 agency partner events (Department of Public Works (DPW), District Department of Transportation (DDOT) (x2) and DOES) and participated in 4 events supporting various initiatives, centered around providing resources and opportunities to District residents including "Jobs Not Guns Fair"-11/2021, "Mayor's Office of Latino Affairs - MOLA'S Multicultural/Multilingual Networking and Matchmaking Career Mixer"-11/2021, "Boys and Girls Club of Washington 1st Annual Career Fair"-09/2022, "Mayor Bowser's 5th Annual National Maternal and Infant Health Summit" - 09/2022. Over 20,000 participants attended the DCHR sponsored events that offered over 1,500 opportunities resulting in over 300 hires. DCHR also held participant preparation sessions that discussed interview and resume best practices, tips on virtual interviewing, and technology platform frequently asked questions. In addition, DCHR finalized a LinkedIn partnership that will allow District positions to be posted on the website and facilitate proactive sourcing via LinkedIn's database of users.

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.	Complete	In FY22, DCHR implemented the following improvements to provide an enhanced customer experience: a customer call back feature that facilitates callers leaving their information and receiving an automated call-back from a customer care representative, texting technology that is being pilot tested and will be implemented to all District Government owned cell phones, and an updated website with interactive 24-7 chat feature that will answer frequently asked questions and connect customers to representatives when needed. Website and chat implementation will occur in Quarter 1 of Fiscal Year 2024.
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.	Complete	In FY22, DCHR partnered with the Office of Racial Equity (ORE) to market training and to post in PeopleSoft a manager training entitled: Advancing Racial Equity: The Role of Government. DCHR also worked with the ORE to host a Diversity, Equity, and Inclusion panel and training during the District's Manager Summit week. In FY23, DCHR is participating in the second cohort of ORE's racial equity cohort and will be creating a racial equity statement and tool for the agency.

6 2022 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2020	FY 2021	FY 2022 Target	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022	Was 2022 KPI Met?	Explanation of Unmet KPI
DCHR strategically and expeditiously sources, selects and on-boards highly talented individuals with the acumen, aptitude, and attitude to thrive in District Government.											
Average number of days to fill vacancy from post to offer acceptance	Down is Better	86.6	77.5	60	84	67	71	72	73.5	Unmet	We retain a stretch goal for this measure but our progress is trending in the right direction, with FY20's average being 86.6 Days, FY21, 77.5 Days and FY22 being 73.5 days. We hope to continue this progress in the new Fiscal Year.
Percent of new hires that are DC residents	Up is Better	55.2%	52.7%	65%	60.3%	50.7%	56.3%	53%	55.1%	Unmet	We have implemented at stretch goal for this measure and are trending in the correct direction, increasing from 52.7% in FY21 to 55.1% in FY22.
Percent of DC Government employees that are DC residents	Up is Better	43.7%	42.8%	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	43.29%	Unmet	We have a stretch goal for this measure and are trending in the correct direction, increasing from 42.80% in FY21. We aim to increase in this measure in FY23.
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.											

Key Performance Indicators (continued)

Measure	Directionality	FY 2020	FY 2021	FY 2022 Target	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022	Was 2022 KPI Met?	Explanation of Unmet KPI
Percent of DC Government employees participating in the deferred compensation program	Up is Better	45%	51.1%	65%	57.3%	57.2%	56.4%	59.1%	57.5%	Unmet	We came very close to meeting the 60% goal in Quarter 4, with us reaching 59%. Employees are able to opt out of the 457b program which impacts the overall percentage. We will continue to encourage employees to participate in this program in the new Fiscal Year.
New Hire Turnover Rate	Down is Better	5.4%	6.9%	9%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9%	Met	
Percent of Official Personnel Folders converted to electronic files	Up is Better	New in 2021	0%	30%	0%	0%	0%	0%	0%	Unmet	In FY22, we focused our efforts on ensuring that all new hire folders are digitized before we focus on existing employees, so we will be postponing this KPI for another period.
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.											
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	Up is Better	93.2%	93.8%	93%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93%	Met	
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	Up is Better	88.4%	92.9%	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.3%	Met	

Workload Measures

Measure	FY 2020	FY 2021	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022
Background checks and drug and alcohol screening							
Number of drug/alcohol tests conducted	9753	6392	1530	957	2258	1345	6090
Number of criminal checks conducted	32,546	23,716	6198	5335	9405	12,903	33,841
Call and Walk-in Center							
Number of customer resource center walk-ins	4110	0	0	0	0	0	0
Position classification and management							
Number of Desk Audits Completed	67	5	1	1	4	4	10
Recruitment and Staffing Services							
Number of new hires	6333	5441	1310	1427	2221	2468	7426
Number of job postings	2284	2656	774	1102	981	972	3829
Number of Actions Processed	9386	9295	2762	2380	2753	3143	11,038
Employee Relations							
Number of grievances processed	23	5	0	3	1	3	7
Number of Customer Calls to Customer Care Center and Benefits	New in 2021	45,938	9302	14,199	9797	12,830	46,128
Number of customers engaging website	New in 2021	354,414	143,416	124,488	105,404	129,365	502,673
Health, Pension, Retirement, and Wellness Programs							
Number of retirements	445	1254	Annual Measure	Annual Measure	Annual Measure	Annual Measure	560
Number of Retirement Readiness trainings delivered	New in 2021	4	0	0	0	0	0
Learning and Development Programs							
Number of individual trainings completed	323	352	23	23	20	28	94
Number of unique employees completing training	20,659	7423	437	692	589	696	2414
Number of Individual Training Courses Completed Through Online Training Platform (Percipio)	21,220	64,233	14,884	22,808	27,391	35,605	100,688
Shared Services							
Number of employees completing a diversity or inclusion training class	New in 2021	569	23	125	8	102	258
Number of employees trained as sexual harassment officers	New in 2021	139	95	0	0	0	95
Number of managers trained on sexual harassment prevention	New in 2021	245	11	0	8	63	82

Agency D.C. Department of Human Resources

Agency Code BEO

Fiscal Year 2023

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 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 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. (4 Measure records)						
Average number of days to fill vacancy from post to offer acceptance	Down is Better	86.6	77.5	60	73.5	60
Percent of new hires that are DC residents	Up is Better	55.2%	52.7%	65%	55.1%	65%
Percent of DC Government employees that are DC residents	Up is Better	43.7%	42.8%	60%	43.3%	60%
New Hire Turnover Rate	Down is Better	5.4%	6.9%	9%	9%	8%
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 Measure records)						
Percent of DC Government employees participating in the deferred compensation program	Up is Better	45%	51.1%	65%	57.5%	65%
Percent of Employees That Completed an Online Training (Through Percipio)	Up is Better	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023
Percent of District Leadership Program Participants (who are not returning to school) hired into District Employment	Up is Better	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023
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 Measure records)						
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	Up is Better	93.2%	93.8%	93%	93%	94%
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	Up is Better	88.4%	92.9%	90%	90.3%	91%

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 Activity records)		
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

Operations Title	Operations Description	08A DCHR FY23 Performance Plan Type of Operations
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. (7 Activity records)		
Merit Pay/Incentives/Rewards	Executing raises and dispensing bonuses for exceptional service.	Key Project
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 District Personnel Manual (DPM) and Comprehensive Merit Personnel Act (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 Activity records)		
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. (2 Activity records)		
FOIA and Litigation Support	Responding to Freedom of Information Act requests from the public.	Daily Service
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 2020 Actual	FY 2021 Actual	FY2022 Actual
1 - Background checks and drug and alcohol screening (2 Measure records)			
Number of drug/alcohol tests conducted	9753	6392	6090
Number of criminal checks conducted	32,546	23,716	33,841
1 - Call and Walk-in Center (1 Measure)			
Number of customer resource center walk-ins	4110	0	0
1 - Position classification and management (2 Measure records)			
Number of positions classified	New in 2023	New in 2023	New in 2023
Number of Desk Audits Completed	67	5	10
1 - Recruitment and Staffing Services (3 Measure records)			

Measure	08A DCHR FY23 Performance Plan		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual
Number of Personnel Actions Processed in the Human Resources Information System (HRIS), PeopleSoft	9386	9295	11,038
Number of new hires	6333	5441	7426
Number of job postings	2284	2656	3829
2 - Employee Relations (3 Measure records)			
Number of grievances processed	23	5	7
Number of Customer Calls to Customer Care Center and Benefits	Not Available	45,938	31,929
Number of customers accessing DCHR's website	Not Available	354,414	502,673
2 - Health, Pension, Retirement, and Wellness Programs (2 Measure records)			
Number of retirements	445	627	560
Number of Retirement Readiness trainings delivered	Not Available	4	0
3 - Learning and Development Programs (3 Measure records)			
Number of unique employees completing at least one training	20,659	7423	2414
Number of Individual Training Courses Completed Through Online Training Platform (Percipio)	21,220	64,233	100,688
Number of unique trainings completed	323	352	94
4 - Shared Services (3 Measure records)			
Number of employees completing a diversity or inclusion training class	Not Available	569	258
Number of managers trained on sexual harassment prevention	Not Available	245	82
Number of employees trained as sexual harassment officers	Not Available	139	95

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
HR Information Systems Administration (2 Strategic Initiative records)		
CRM System Acquisition	In FY23, DCHR will collaborate with the Office of the Chief Technology Officer to research, procure, conduct user acceptance testing and implement a Customer Relationship Management (CRM) system. This technology will lead to more efficient and streamlined customer engagement and proactive monitoring of customer requests and questions.	09-30-2023
PeopleSoft Improvement	In FY23, DCHR will collaborate with the Office of the Chief Technology Officer to implement additional functionality and system logic in our HRIS, PeopleSoft, to improve Human Resources operations. Enhancements will include implementation of an automated offboarding process, discipline tracking, survey framework, and Paid Family Leave tracking enhancement.	09-30-2023
Measurement, Analysis, and Planning (1 Strategic Initiative)		
Future of Work Continuation	In FY23, DCHR will continue the work started in FY22 in determining the Future of Work within the District Government. DCHR will utilize the research conducted in the previous Fiscal Year to recommend program and policy changes which will increase recruitment and retention within District agencies.	09-30-2023
Policy development, amendment, and guidance/interpretation of D.C. personnel regulations contained in the DC Municipal Regulations/District Personnel Manual (1 Strategic Initiative)		
PFL System Implementation	In FY23, DCHR will implement The District Government Paid Leave Enhancement Amendment Act of 2022 by updating needed policies and associated documentation, providing both in-person and virtual training, and implementing an electronic process with workflows for leave requests.	09-30-2023
Shared Services (1 Strategic Initiative)		
Diversity, Equity and Inclusion	To ensure diversity, equity and inclusion across the District government, DCHR will pilot the use of the Racial Equity Impact Assessment (REIA) tool to evaluate key employee policies. DCHR will work with the Office of Racial Equity to adapt the tool for internal human resources related policies.	09-30-2023

Measure Description	FY2022 Target	FY23 Target	Change
New Hire Turnover Rate	9%	8%	Target Changed
Percent of Official Personnel Folders converted to electronic files	30%	N/A	Measure Removed
Percent of DC Government employee performance plans completed (excludes DCPS and independent agencies)	93%	94.00%	Target Changed
Percent of DC Government employee performance evaluations completed (excludes DCPS and independent agencies)	90%	91.00%	Target Changed
Percent of Employees That Completed an Online Training (Through Percipio)	N/A	N/A	Added in FY23
Percent of District Leadership Program Participants (who are not returning to school) hired into District Employment	N/A	N/A	Added in FY23

Explanation
DCHR modified this target to create a further stretch goal for this measure.
DCHR is focusing its efforts on ensuring that all new hire folders are digitized before moving the focus to existing employee records. This KPI will be postponed for another period.
DCHR modified this target to create a further stretch goal for this measure.
DCHR modified this target to create a further stretch goal for this measure.
DCHR added this measure to continue to track the overall success of the online training platform, Percipio.
DCHR added this measure to continue to track the overall success of the District Leadership Program.



MURIEL BOWSER
MAYOR

July 11, 2022

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Suite 504
Washington, D.C. 20004

Dear Chairman Mendelson:

I am pleased to submit to the Council of the District of Columbia the enclosed report entitled "District Government Residency Data Analysis", prepared by the Department of Human Resources pursuant to section 106a of the Jobs for D.C. Residents Amendment Act of 2007, effective November 13, 2021 (D.C. Law 24-45; D.C. Official Code § 1-515.06a).

The report provides a data analysis of District government employee and job applicant residency information categorized by various demographics, type of employment, and length of time.

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 Agnes Cholewa, Deputy Director, DCHR at (202) 697-0566 or agnes.cholewa@dc.gov.

Sincerely,

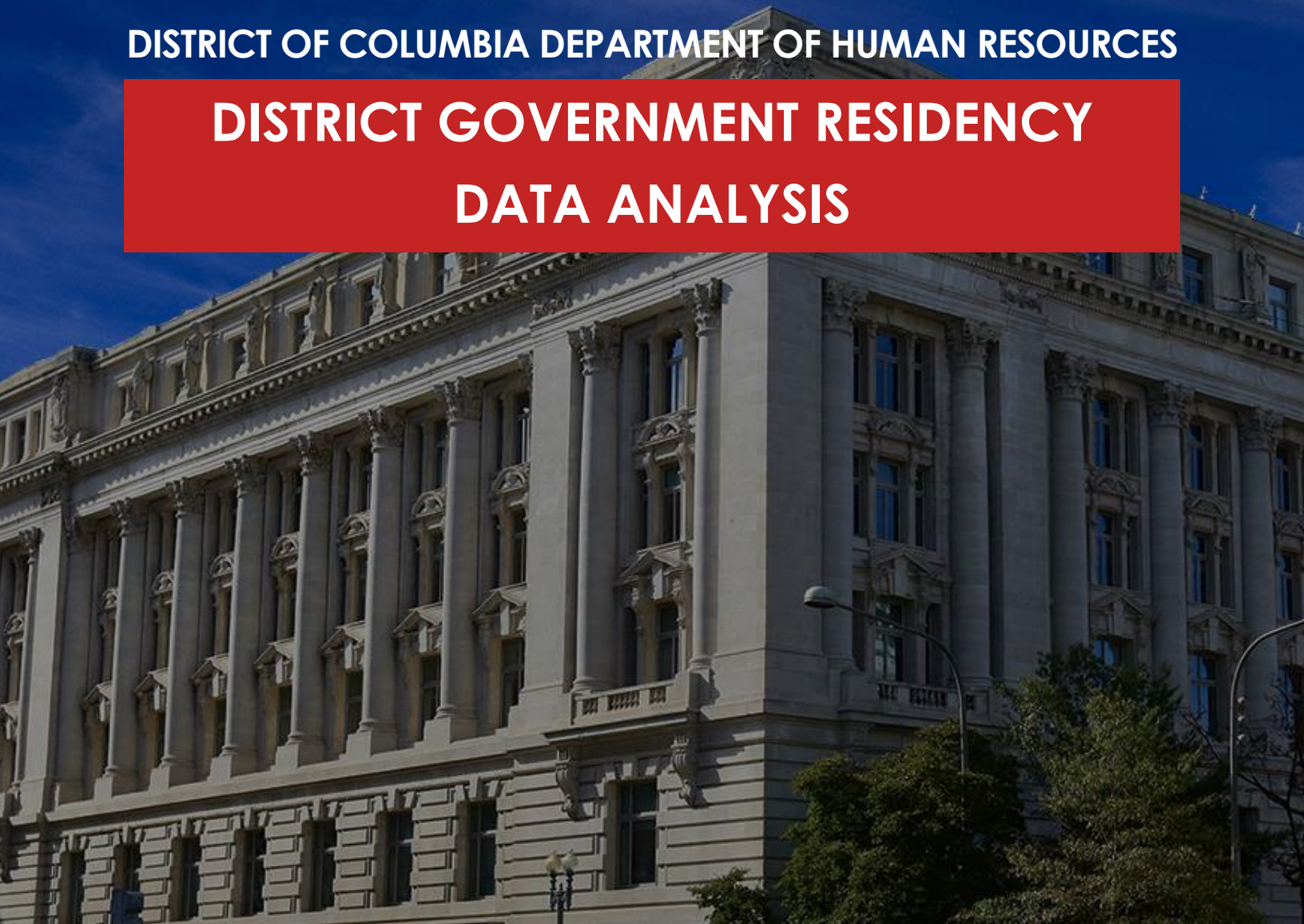
A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser
Mayor



DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

**DISTRICT GOVERNMENT RESIDENCY
DATA ANALYSIS**



INTRODUCTION

Pursuant to D.C. Official Code § 1–515.06a, this report examines District residency trends for both new hires and applicants over the past seven years based on multiple demographic factors using the human resources information system, PeopleSoft.¹ To aid all stakeholders, the D.C. Department of Human Resources (DCHR) is creating a dashboard that will provide an interactive view of this data. The below summarizes our initial findings:

- District residents represent most of our new hires for the last seven years.
- About 45% of applicants and about 7% of new hires claimed a residency preference.
- More than 50% of the employees who claimed a residency preference in 2015 remain active employees within the District government. About 38% of District residents hired in 2015, regardless of preference, remain active employees.
- More than 80% of District resident new hires have remained District residents while employed with the District government.
- The demographics of District residents remain mostly consistent across the seven years reviewed.

Most employees are:

- Black or African American;
- Millennials (born between 1977 and 1995),² although the amount of Generation Z (born between 1996 to present) employees has increased in the last two years; and
- Female.

¹ Please note some District entities, such as DC Water, do not use PeopleSoft and so their data was not included. Only applicant data from PeopleSoft eRecruit was analyzed. District agencies like the DC Public Schools and the Office of the Chief Financial Officer also do not use eRecruit.

² Date ranges for all generations were pulled from the Center for Generational Kinetics. The Center for Generational Kinetics. 2022. *Generational Birth Years – The Center for Generational Kinetics*. [online] Available at: <https://genhq.com/generational_birth_years/> [Accessed 5 May 2022].

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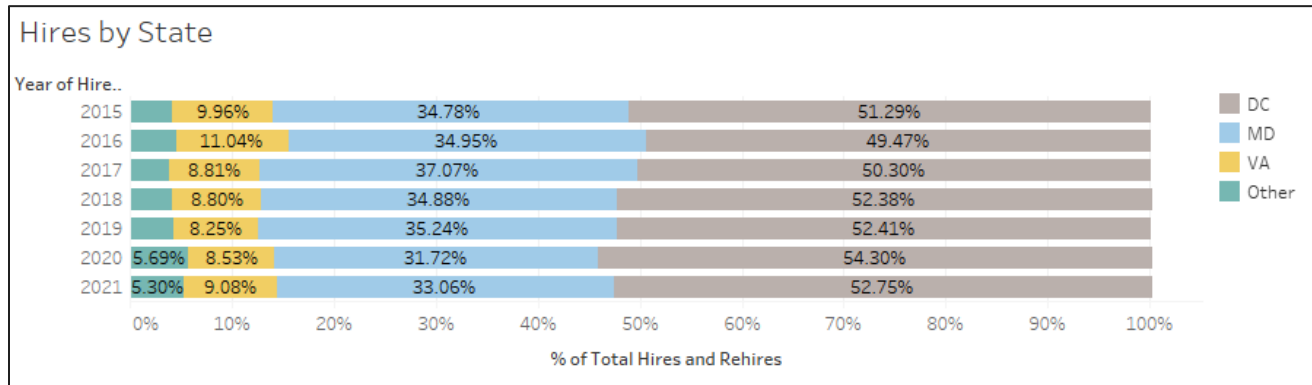
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DISTRICT HIRING TRENDS

Residency of Hires and Rehires

Over the last seven years, most hires and rehires into District government have been District residents.³ 2016 saw the lowest proportion of District resident hires and rehires, but residents still represented a plurality of hires and rehires at 49.47%. 2020 saw the highest percentage of District resident hires and rehires in the past seven years, with residents accounting for 54.30% of the total. The residency trends have remained mostly consistent over the last seven years.⁴



State	2015	2016	2017	2018	2019	2020	2021
DC	3,321	3,038	3,107	3,245	3,302	2,681	2,788
MD	2,252	2,146	2,290	2,161	2,220	1,566	1,747
VA	645	678	544	545	520	421	480
Other	266	283	239	256	269	281	280

The Impact of Residency Preference

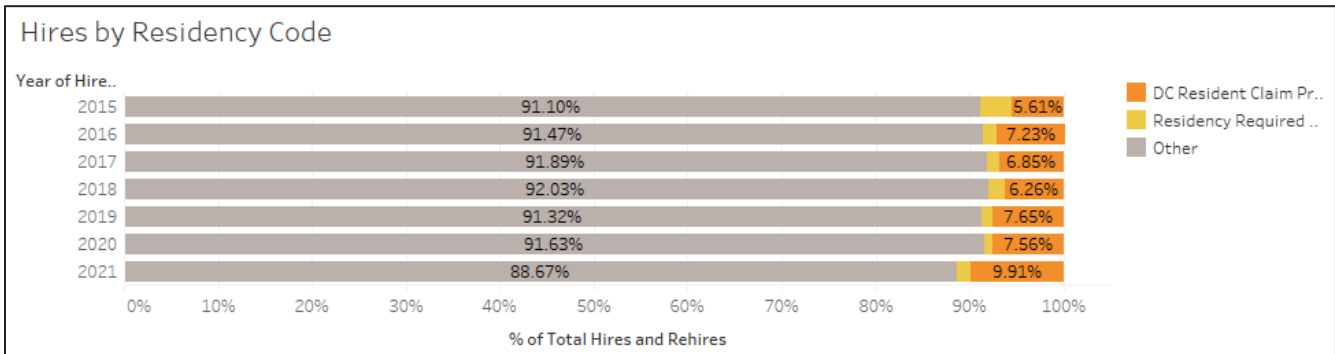
Pursuant to D.C. Official Code § 1–515.02, the District provides a 10-point hiring preference to resident candidates who elect the preference. Candidates who elect a residency preference must be a District resident at the time of their application and, if hired, they must maintain their District residency for a period of seven consecutive years from their hiring date.

Pursuant to D.C. Official Code § 1.515.03, subordinate, independent or instrumentality heads, as well as employees in Excepted Service, Executive Service, Legal Service of the Council and Senior Executive Attorney Service positions must establish District residency within 180 days after appointment and must maintain residency for the duration of their employment. Additionally, new employees hired for Career Service, Management Supervisory Service and Educational Service positions with a salary above \$150,000 must also establish and maintain residency for the duration of their employment.

³ DCHR pulled the residency and demographic data presented in this report on January 20, 2021. The residency data is organized by calendar year.

⁴ Each data point represents a hire or rehire action. Each point does not represent an individual person, as the same individual may be hired or rehired more than once.

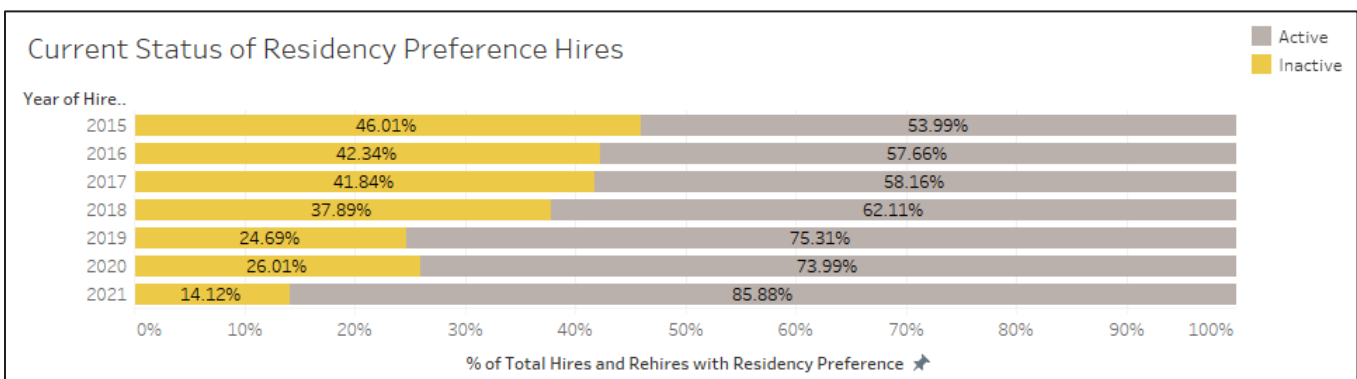
About 45% of job applicants claim residence preference. After undergoing the selection process and verifying residency, the average percentage of hired and rehired employees who claimed a residency preference is 7.29%. This number peaked during the 2021 year where 9.91% of hires and rehires claimed the preference. The proportion of employees hired or rehired into positions that require residency has held relatively steady at 1.61%, peaking at 3.34% in 2015.



Residency Preference Code	2015	2016	2017	2018	2019	2020	2021
DC Resident Claim Preference	363	444	423	388	482	373	524
Residency Required by Position	216	88	81	108	70	43	79
Other	5,899	5,617	5,676	5,701	5,753	4,524	4,686

Retention of Residency Preference Hires

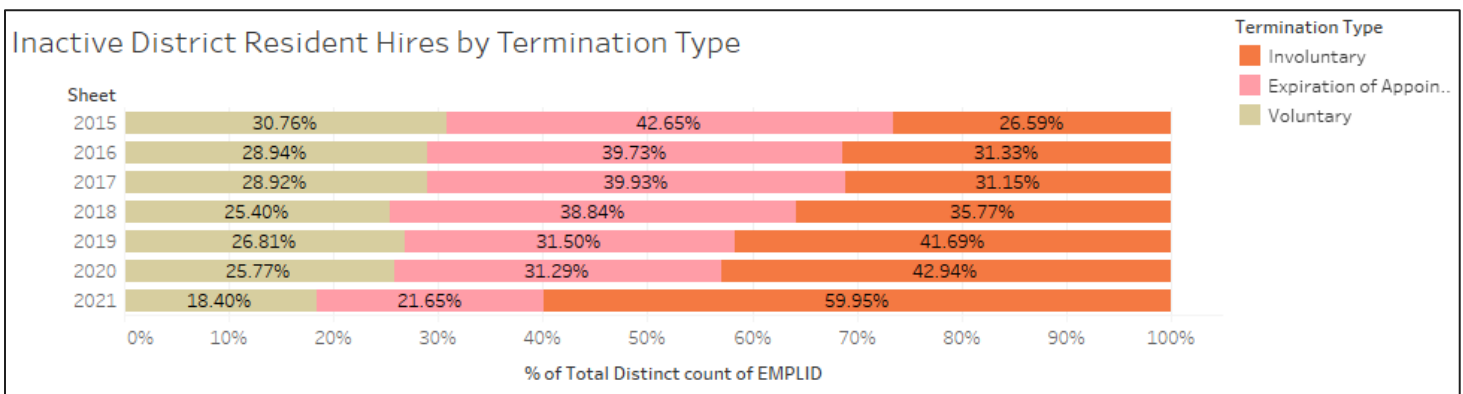
As mentioned previously, employees hired with a residency preference must maintain their District residency for seven consecutive years. Over forty-five percent (46.01%) of employees hired or rehired with a residency preference in 2015 are no longer employed with the District. Employees who relocate outside the District during this seven year period forfeit their position. The percentage of employees who claimed a residency preference and remain employed by the District decreases further into the seven-year period. There is no penalty when an employee who claimed District residency preference voluntarily leaves District employment before the completion of 7 years.



HR Status	2015	2016	2017	2018	2019	2020	2021
Active	196	256	246	241	363	276	450
Inactive	167	188	177	147	119	97	74

Termination type of Inactive District Resident Hires

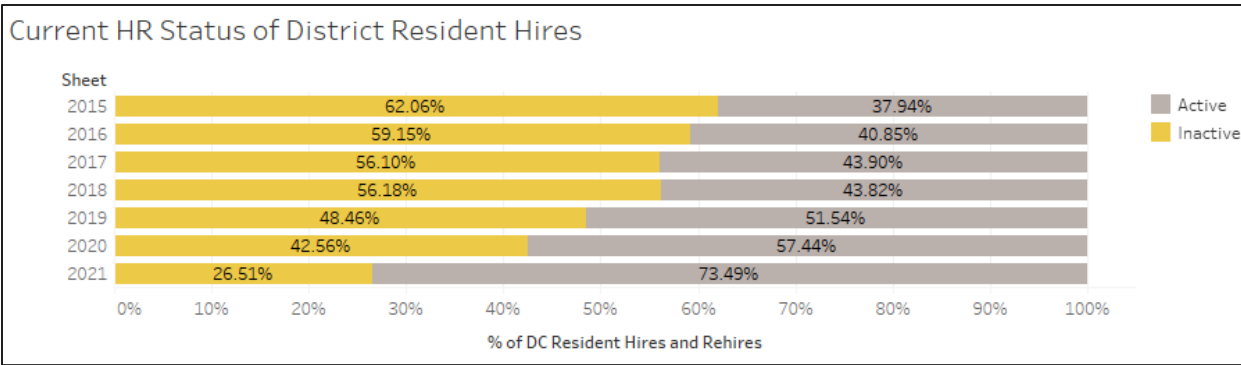
Most inactive District resident hires were terminated involuntarily. The overwhelming majority of involuntarily separations were due to the expiration of temporary appointments. From 2015 to 2021, an average of 73.57% of District residents were involuntarily terminated, with 77% of those terminations being due to the expiration of temporary appointments. The largest proportion of employees who voluntarily terminated their employment through retirement or resignation peaked in 2015 when the group represented 30.76% of the District resident hires who left service.



Termination Type	2015	2016	2017	2018	2019	2020	2021
Expiration of Appointment	879	714	696	708	504	357	160
Involuntary	548	563	543	652	667	490	443
Voluntary	634	520	504	463	429	294	136

Retention of District Resident Hires

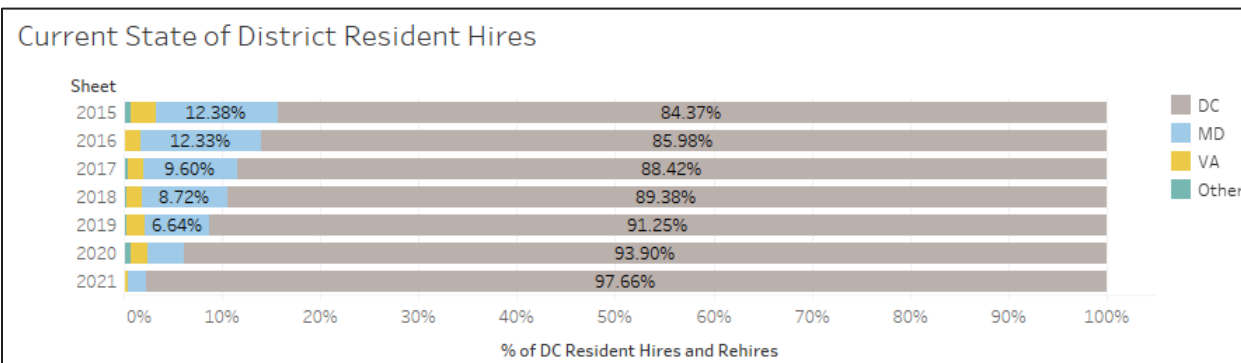
Over sixty percent (62.06%) of District residents hired in 2015 are no longer employed by the District. At least half of the District residents hired from 2015 to 2018 are no longer employed with the District. The data demonstrates that, as tenure increases, the percentage of active District resident employees decreases.



HR Status	2015	2016	2017	2018	2019	2020	2021
Active	1,260	1,241	1,364	1,422	1,702	1,540	2,049
Inactive	2,061	1,797	1,743	1,823	1,600	1,141	739

Current Status of District Resident Hires

Most employees who reside in the District upon hire remain residents throughout their employment. More than eighty-four percent (84.37%) of District residents hired in 2015 are still active employees and have maintained their District residency. Less than 3% of District residents hired in 2021 who have remained active have relocated to other jurisdictions.

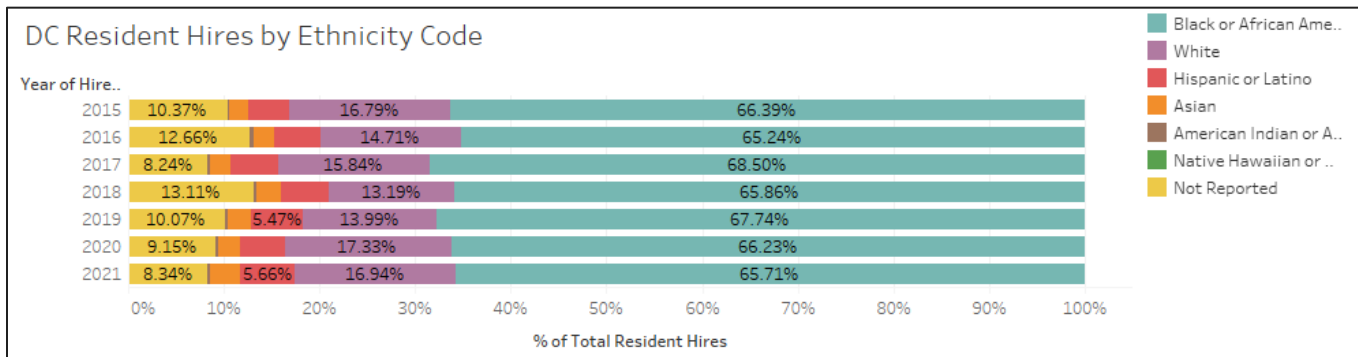


Current State ..	2015	2016	2017	2018	2019	2020	2021
DC	1,063	1,067	1,206	1,271	1,553	1,446	2,001
MD	156	153	131	124	113	56	38
VA	32	20	22	23	31	27	8
Other	9	1	5	4	5	11	2

Ethnicity of Resident Hires

The District tracks racial and ethnic data using the categories outlined by the U.S. Equal Employment Opportunity Commission. Using these categories, the largest percentage of District resident hires are Black or

African American. On average, 66.52% of District resident hires were Black or African American between 2015 and 2021.⁵



Ethnic Group	2015	2016	2017	2018	2019	2020	2021
Black or African American	2,349	2,102	2,227	2,346	2,488	1,961	2,056
White	594	474	515	470	514	513	530
Hispanic or Latino	152	152	161	176	201	141	177
Asian	67	73	72	92	86	67	98
American Indian or Alaska..	8	12	8	10	13	7	7
Native Hawaiian or Other ..	1	1		1	1	1	
Not Reported	367	408	268	467	370	271	261

Resident Hires by Generation

Millennials have been the largest generation group among District resident hires each year since 2015. However, there was a large increase among the Gen Z generation group in 2021. The 29.56% proportion of Gen Z hires represents the largest non-Millennial group in the seven-year period. Generations are defined as the following.

The Silent Generation: Born prior to 1946

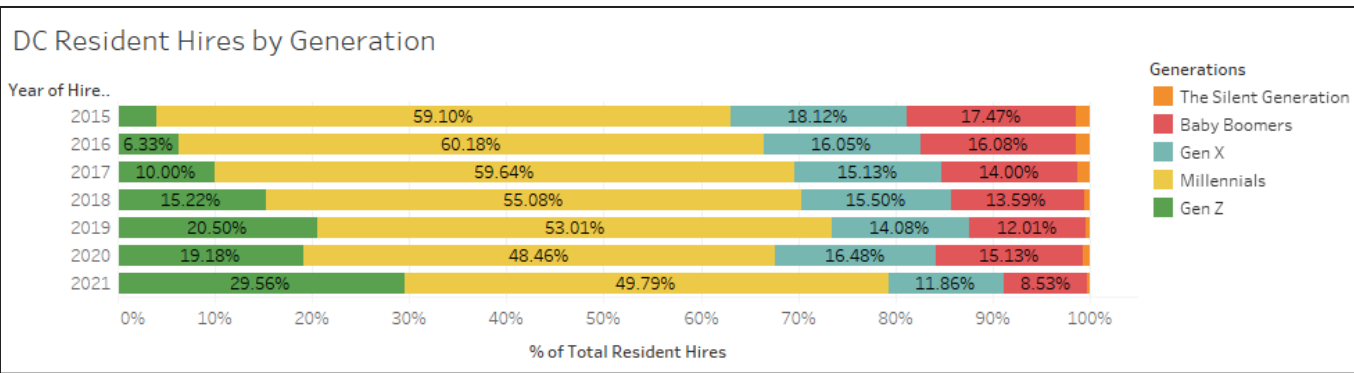
Baby Boomers: Born 1946 to 1964

Gen X: Born 1965 to 1976

Millennials: Born 1977 to 1995

Gen Z: Born 1996 to Present

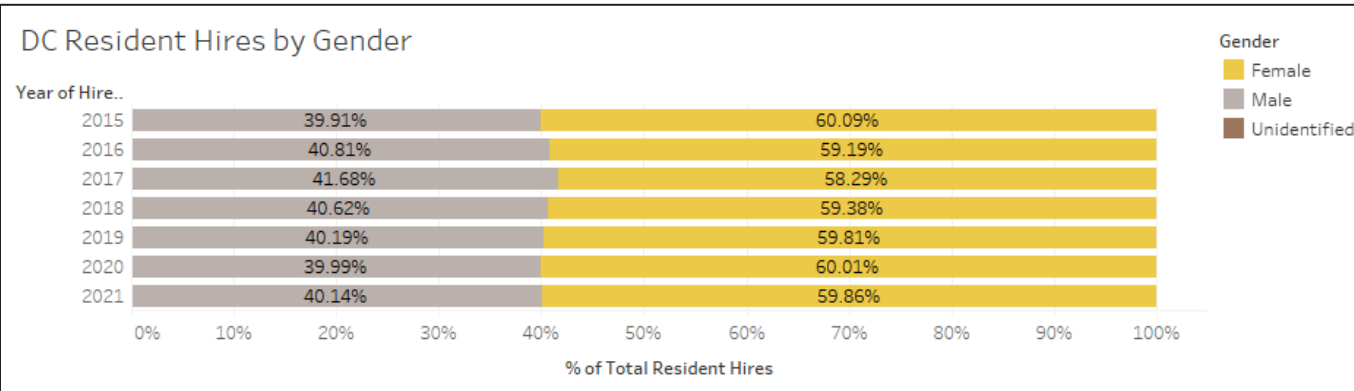
⁵ Please note that employees can select more than one ethnicity code, thus each data point may not represent a single individual.



Generations	2015	2016	2017	2018	2019	2020	2021
The Silent Generation	49	44	40	22	15	22	8
Baby Boomers	618	518	455	484	441	448	267
Gen X	641	517	492	552	517	488	371
Millennials	2,091	1,939	1,939	1,962	1,947	1,435	1,558
Gen Z	139	204	325	542	753	568	925

Resident Hires by Gender

Most residents hired or rehired into the District government since 2015 have identified as female. The average proportion during this time was 59.52% female. The percentages have remained stable during the last seven years.



Gender	2015	2016	2017	2018	2019	2020	2021
Female	2,126	1,907	1,895	2,115	2,197	1,777	1,873
Male	1,412	1,315	1,355	1,447	1,476	1,184	1,256
Unidentified			1				

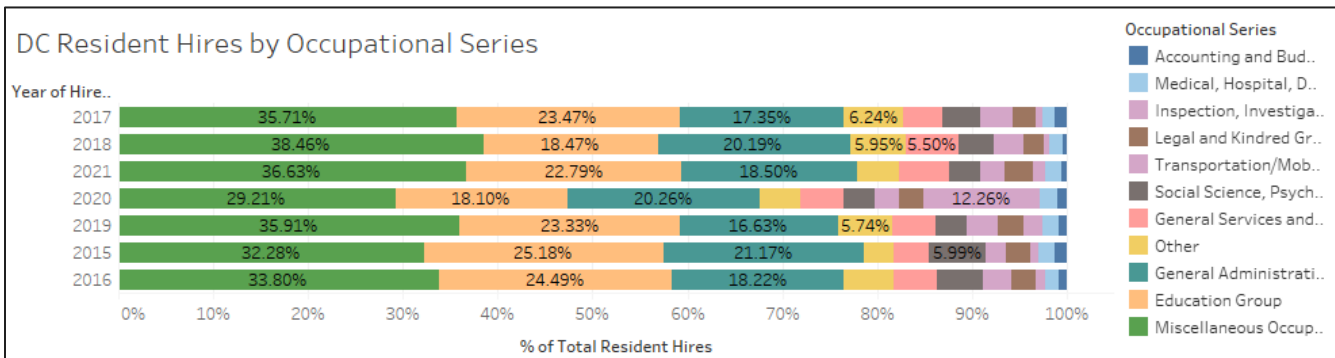
Resident Hires by Occupational Series

The top 10 occupational groups for DC residents who were hired and rehired from 2015 to 2021 were:

1. Miscellaneous Occupation Group⁶

⁶ The District government currently uses the federal classification system. The Miscellaneous Group represents several position groups unique to the District including, but not limited to, school-related positions.

2. Education Group
3. General Administrative, Clerical and Officer Services Group
4. Social Science, Psychology and Welfare Group
5. General Services and Support Work Group
6. Legal and Kindred Group
7. Medical, Hospital, Dental and Public Health Group
8. Transportation/Mobile Equipment Operation Group
9. Inspection, Investigation, Enforcement, and Compliance Group
10. Accounting and Budget Group

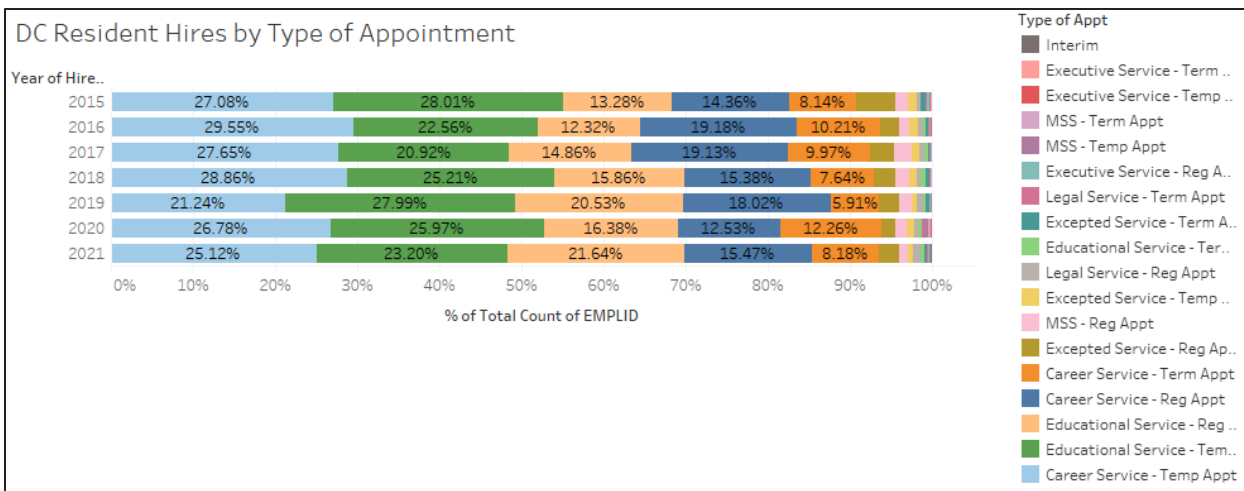


OCC Series	2017	2018	2021	2020	2019	2015	2016
Accounting and Budget Group	41	17	17	31	29	44	27
Medical, Hospital, Dental, and Public Health Group	44	48	52	52	64	64	48
Inspection, Investigation, Enforcement, and Compliance..	22	22	42	363	74	30	29
Legal and Kindred Group	78	73	96	78	98	87	82
Transportation/Mobile Equipment Operation Group	110	116	80	77	120	77	97
Social Science, Psychology and Welfare Group	130	131	103	96	123	212	160
General Services and Support Work Group	135	196	165	135	167	132	147
Other	203	212	136	128	211	110	167
General Administrative, Clerical and Office Services Gro..	564	719	579	600	611	749	587
Education Group	763	658	713	536	857	891	789
Miscellaneous Occupations Group	1,161	1,370	1,146	865	1,319	1,142	1,089

Residency Hires by Type of Appointment

The largest proportion of District residents onboarded in the government are hired or rehired into Career Service – Temporary Appointments and Educational Service – Temporary Appointments.⁷ By rule, temporary appointments must be made for a limited period of at least 90 days and may not exceed 12 months. These appointments may be extended, provided the aggregate temporary appointment is less than 12 months.

⁷ Temporary employees typically occupy seasonal hires, such as leaf season worker, Department of Parks and Recreation summer hires, or DC Public Schools substitute teachers. Term employees are often funded by grants, which require a definitive end date due to funding. Many term or temporary employees are converted to permanent positions.



Type of Appt	2015	2016	2017	2018	2019	2020	2021
Career Service - Reg Appt	508	618	622	548	662	371	484
Career Service - Temp Appt	958	952	899	1,028	780	793	786
Career Service - Term Appt	288	329	324	272	217	363	256
Educational Service - Reg Appt	470	397	483	565	754	485	677
Educational Service - Temp Appt	991	727	680	898	1,028	769	726
Educational Service - Term Appt	1	7	18	22	14	11	11
Excepted Service - Reg Appt	170	72	93	94	89	51	76
Excepted Service - Temp Appt	37	37	28	34	23	26	18
Excepted Service - Term Appt	21	11	4	16	15		9
Executive Service - Reg Appt	13	4	2	1	3	1	4
Executive Service - Temp Appt	1	2				3	
Executive Service - Term Appt	1						2
Interim							1
Legal Service - Reg Appt	15	20	20	18	27	15	32
Legal Service - Term Appt	5	5	5	4	3	11	9
MSS - Reg Appt	53	40	73	60	55	41	35
MSS - Temp Appt	3	1		1	3	13	2
MSS - Term Appt	3			1		8	1

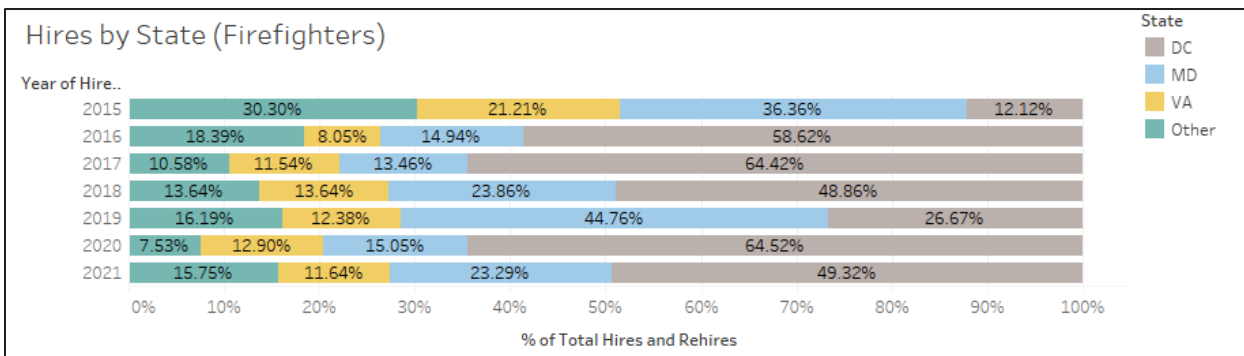
DISTRICT HIRING TRENDS BY POSITION

Firefighters

The below section provides an analytical review of hiring trends for all employees with a “firefighter” position title.

Residency of Hires and Rehires

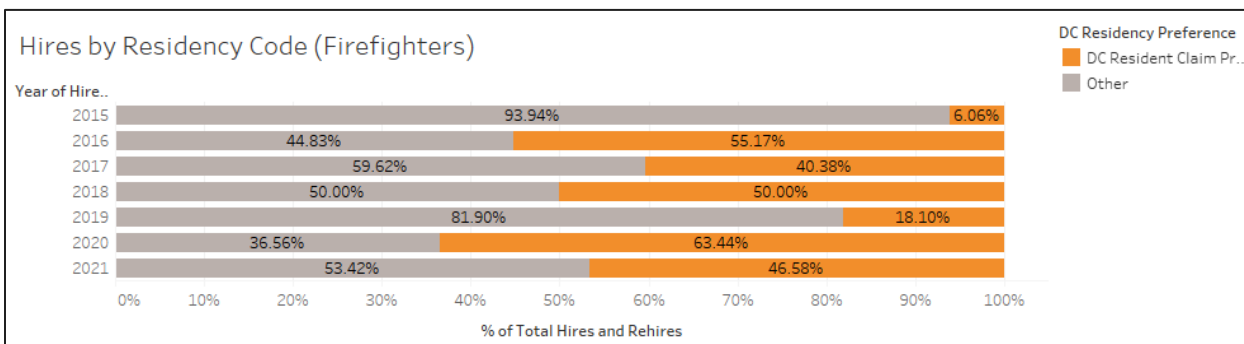
The peak for District resident hires and rehires of firefighters came in 2020 when 64.52% of firefighters brought into the government were District residents. That proportion dipped slightly last year, but 49.32% still represented a plurality of all hires and rehires.



State	2015	2016	2017	2018	2019	2020	2021
DC	4	51	67	43	28	60	72
MD	12	13	14	21	47	14	34
VA	7	7	12	12	13	12	17
Other	10	16	11	12	17	7	23

The Impact of Residency Preference

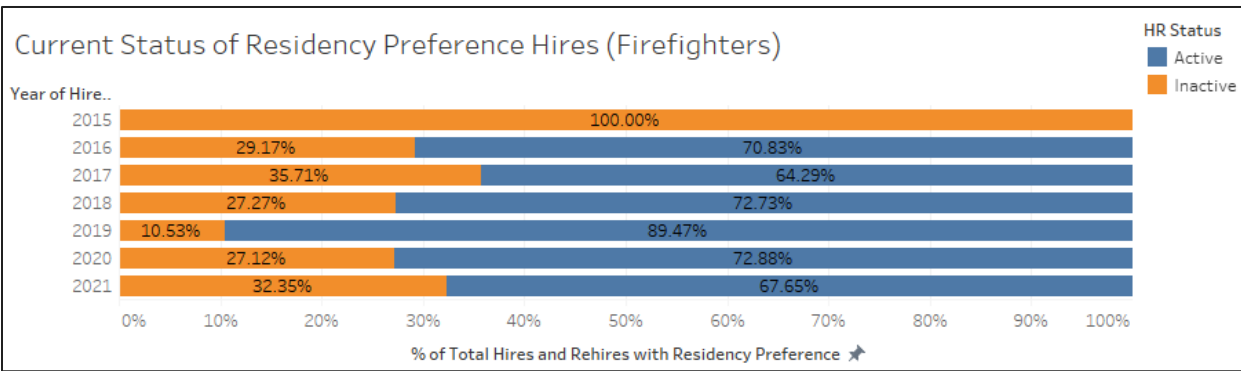
Compared to the overall percentage, many more employees being hired or rehired as firefighters have claimed a residency preference. The peak came in 2020 when 63.44% of all hires and rehires claimed the residency preference. As these percentages have shown to fluctuate between certain years, further analysis is needed to understand any possible correlations.



Residency Preference	2015	2016	2017	2018	2019	2020	2021
DC Resident Claim Prefere..	2	48	42	44	19	59	68
Other	31	39	62	44	86	34	78

Retention of Resident Preference Hires

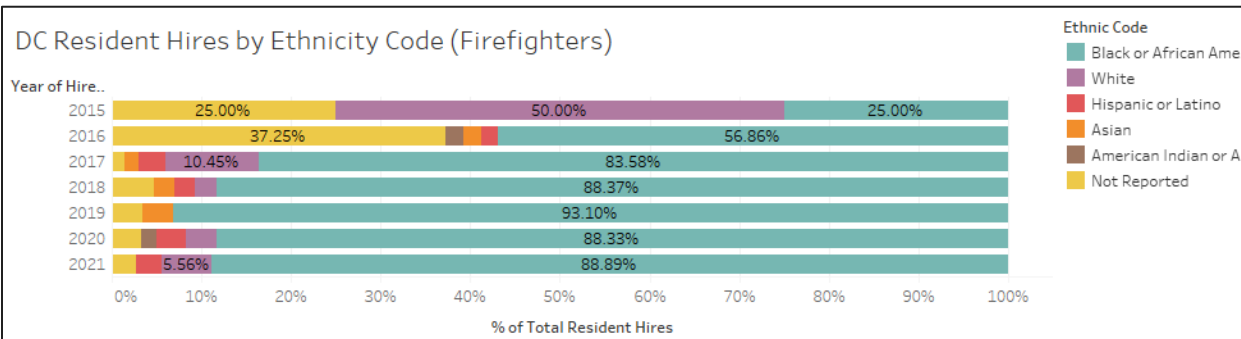
Firefighters who claimed a residency preference also appear more likely to continue their service in District government. From 2016 to 2021, an average of 70.57% of firefighters who claimed a residency preference were still employed by the District. It is important to point out that the sample size is small and represents a small percentage of all firefighters. There are currently 1,861 active firefighters. Of these firefighters, 326 are listed as having claimed a residency preference, while another 67 are listed as having completed their seven-year period to satisfy the residency requirement.



HR Status	2015	2016	2017	2018	2019	2020	2021
Active		34	27	32	17	43	46
Inactive	2	14	15	12	2	16	22

Ethnicity of Resident Hires

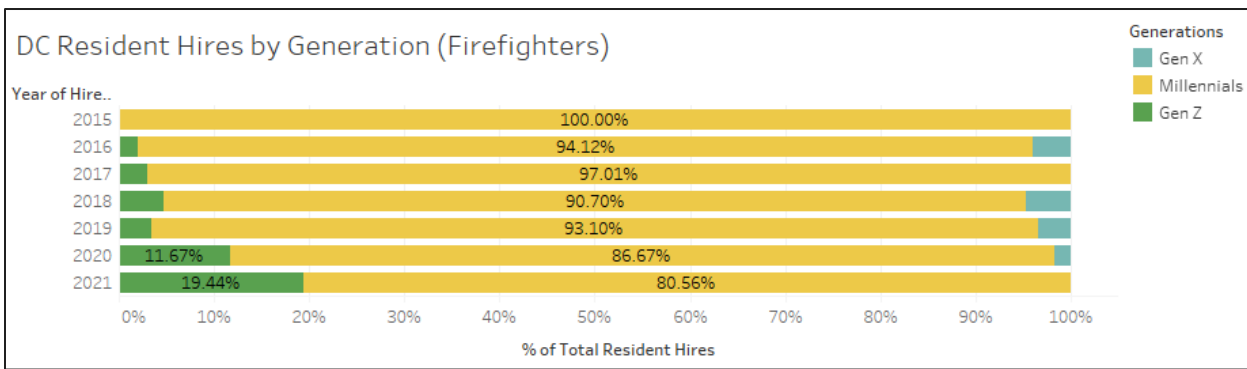
Since 2016, most District residents onboarded as firefighters have identified as Black or African American. In 2021, while 65.71% of District residents hired or rehired overall identified as Black or African American, the proportion of District residents hired or rehired as firefighters who identified as Black or African American was 88.89%. Of the 1,861 current firefighters, about 46% identify as Black or African American, while about 45% identify as White.



Ethnic Group	2015	2016	2017	2018	2019	2020	2021
Black or African American	1	29	56	38	27	53	64
White	2		7	1		2	4
Hispanic or Latino		1	2	1		2	2
Asian		1	1	1	1		
American Indian or Alaska..		1				1	
Not Reported	1	19	1	2	1	2	2

Resident Hires by Generation

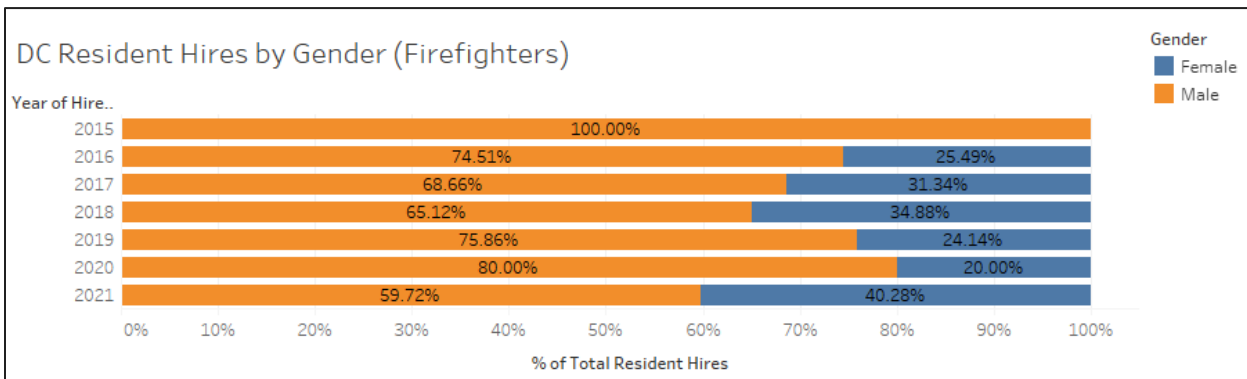
The Millennial generation has been the dominant group among District residents hired or rehired as firefighters. In the last two years, the proportion of members of Gen Z have notably increased, with a peak of 19.44% in 2021.



Generations	2015	2016	2017	2018	2019	2020	2021
Gen X		2		2	1	1	
Millennials	4	48	65	39	27	52	58
Gen Z		1	2	2	1	7	14

Resident Hires by Gender

Most District residents hired or rehired as firefighters have identified as male since 2015. In 2021, firefighters who identified as female represented 40.28% of District resident firefighters hired or rehired, which was the biggest proportion in the time span.



Gender	2015	2016	2017	2018	2019	2020	2021
Female		13	21	15	7	12	29
Male	4	38	46	28	22	48	43

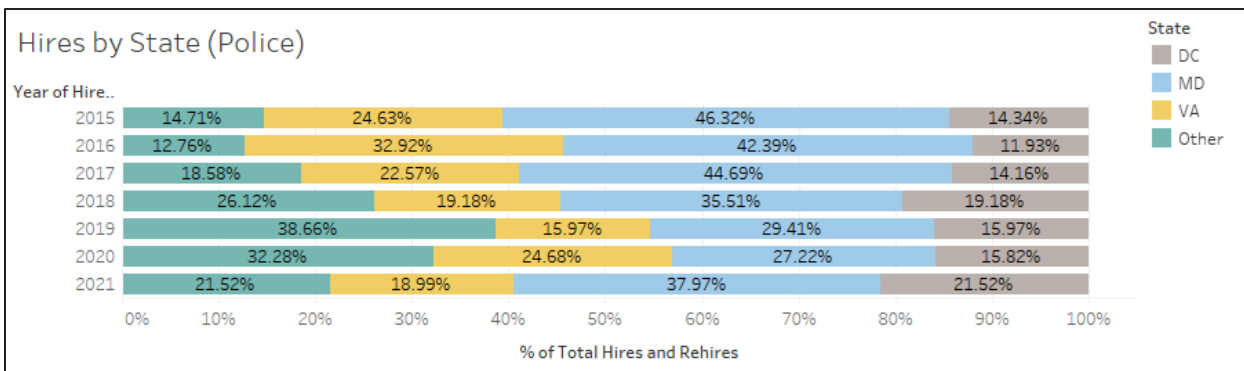
Police

The below section provides an analytical review of hiring trends for all employees with a “police officer” position title.⁸

Residency of Hires and Rehires

District residents remain a small proportion of employees hired or rehired as police officers. While the proportion did peak in 2021, it still represented only 21.52% of all employees hired as police officers.

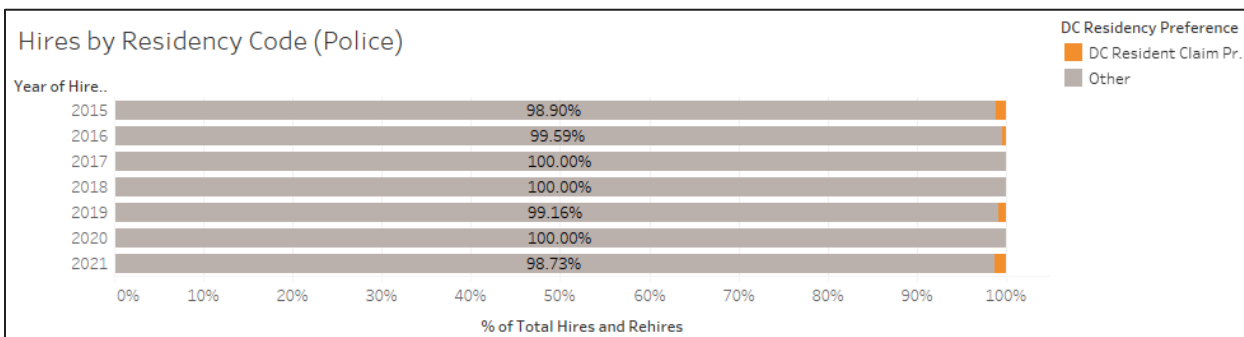
⁸ Police cadets are not included in this data. All police cadets reside in the District.



State	2015	2016	2017	2018	2019	2020	2021
DC	39	29	32	47	38	25	17
MD	126	103	101	87	70	43	30
VA	67	80	51	47	38	39	15
Other	40	31	42	64	92	51	17

The Impact of Residency Preference

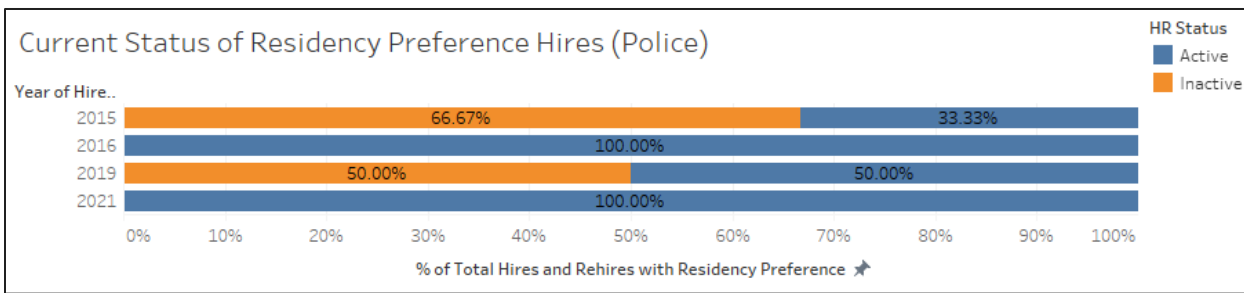
Since 2015, only seven employees have applied to be police officers with a residency preference. The overwhelming majority of District resident applicants have opted against applying with a residency preference. Of note, the District Metropolitan Police Department uses a different applicant tracking system than other agencies under the authority of the Mayor, so this information might be captured differently.



Residency Preference	2015	2016	2017	2018	2019	2020	2021
DC Resident Claim Prefere..	3	1			2		1
Other	269	242	226	245	236	158	78

Retention of Resident Preference Hires

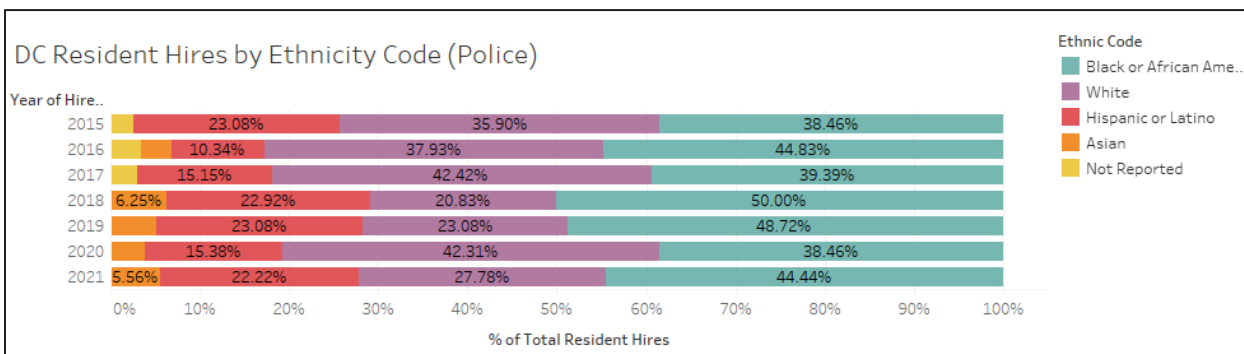
Of those seven employees who applied with residency preference, four are still active as of this report.



HR Status	2015	2016	2019	2021
Active	1	1	1	1
Inactive	2		1	

Ethnicity of Resident Hires

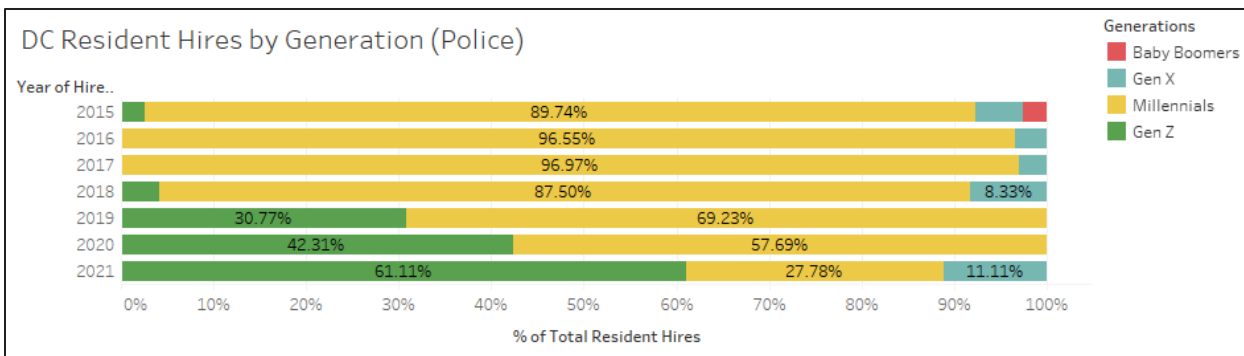
With a few exceptions, most years saw the largest proportion of District residents hired or rehired as police officers identifying as Black or African American. The two other large groups of hires and rehires identified as White, and Hispanic or Latino.



Ethnic Group	2015	2016	2017	2018	2019	2020	2021
Black or African American	15	13	13	24	19	10	8
White	14	11	14	10	9	11	5
Hispanic or Latino	9	3	5	11	9	4	4
Asian		1		3	2	1	1
Not Reported	1	1	1				

Resident Hires by Generation

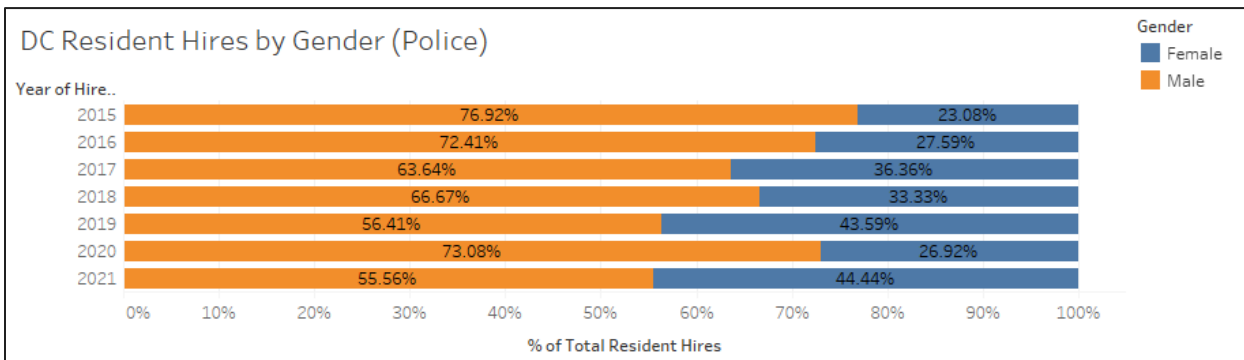
Beginning in 2019, the Gen Z proportion of District residents hired or rehired as police officers has increased dramatically. In the last year, the proportion jumped to a large majority as 61.11% of all District residents hired or rehired were members of Gen Z. It is important to note that the sample sizes for 2020 and 2021 were somewhat small compared to other years.



Generations	2015	2016	2017	2018	2019	2020	2021
Baby Boomers	1						
Gen X	2	1	1	4			2
Millennials	35	28	32	42	27	15	5
Gen Z	1			2	12	11	11

Resident Hires by Gender

Most District residents hired or rehired as police officers from 2015 to 2021 identified as male. The peak for those who identified as female came in 2021 where 44.44% of District residents hired or rehired identified as female.



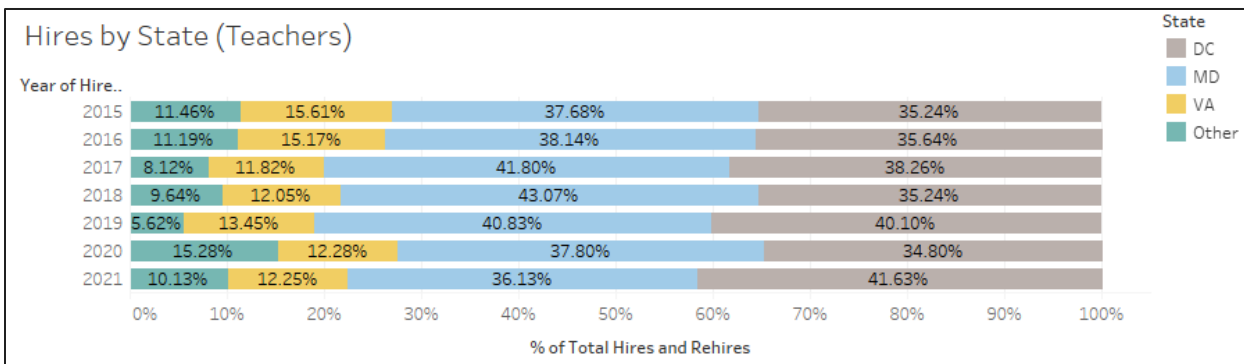
Gender	2015	2016	2017	2018	2019	2020	2021
Female	9	8	12	16	17	7	8
Male	30	21	21	32	22	19	10

Teachers

The below section provides an analytical review of hiring trends for all employees with a “teacher” position title.

Residency of Hires and Rehires

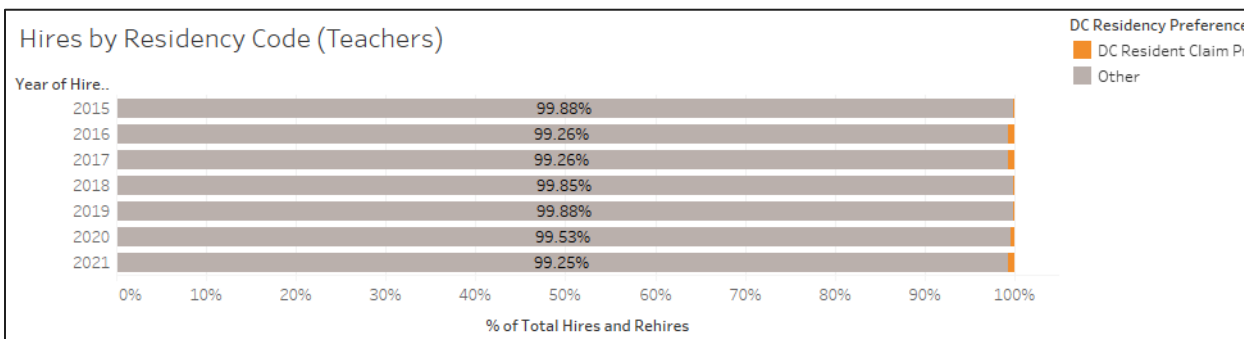
From 2015 to 2021, most teachers hired or rehired by the District government were residents of either Maryland or the District, with Maryland residents usually slightly outnumbering District residents. In 2021, District residents were the largest group of employees hired or rehired as teachers.



State	2015	2016	2017	2018	2019	2020	2021
DC	289	242	259	234	328	221	333
MD	309	259	283	286	334	240	289
VA	128	103	80	80	110	78	98
Other	94	76	55	64	46	97	81

The Impact of Residency Preference

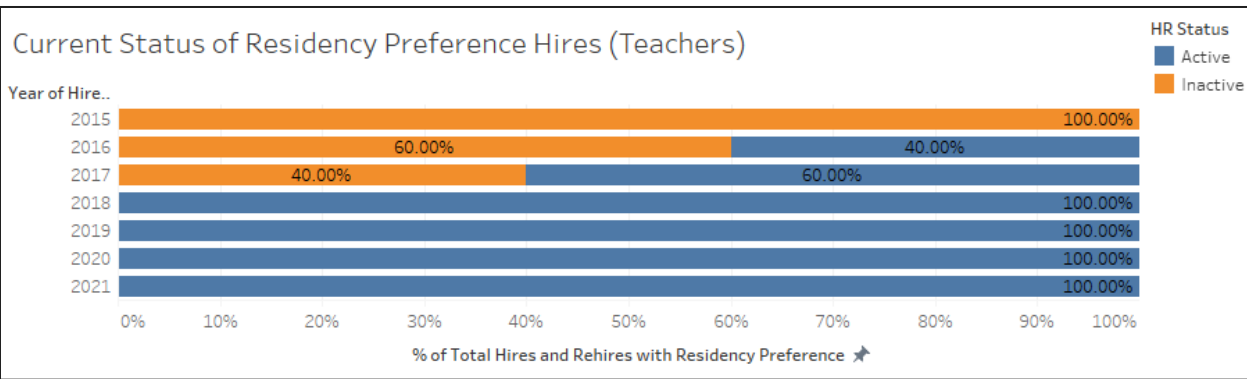
Despite a significant portion of teacher hires and rehires being District residents, it does not appear as if the residency preference option is popular among the group. Per the data, there have never been more than six teachers hired with a residency preference from 2015 to 2021. Of note, DC Public Schools uses a different applicant tracking system than other agencies under the authority of the Mayor. Currently, DC Public Schools is working to build out systems and procedures to allow for a full capture of residency preference data.



Residency Preference	2015	2016	2017	2018	2019	2020	2021
DC Resident Claim Prefere..	1	5	5	1	1	3	6
Other	819	674	672	663	817	632	794

Retention of Resident Preference Hires

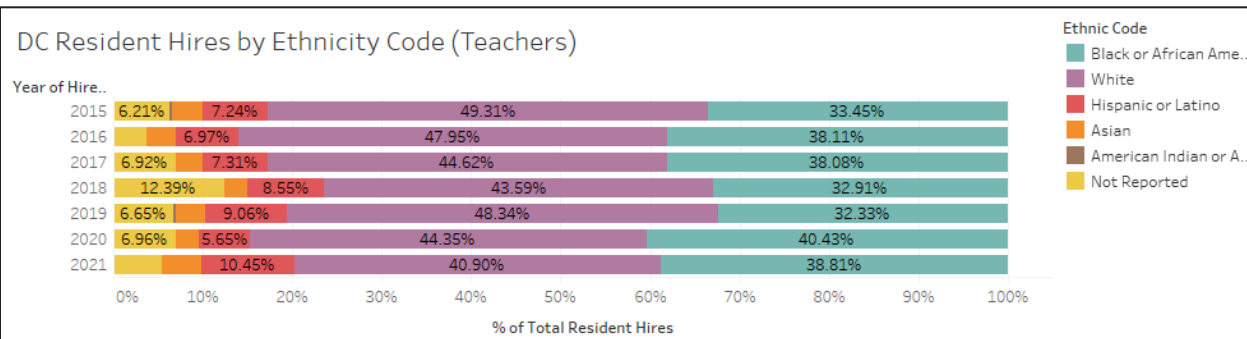
Of the few employees who claimed a residency preference, many are still currently employed by the District as of this report. Since 2018, 100% of District residents who claimed a residency preference and were hired or rehired as teachers have remained active.



HR Status	2015	2016	2017	2018	2019	2020	2021
Active		2	3	1	1	3	6
Inactive	1	3	2				

Ethnicity of Resident Hires

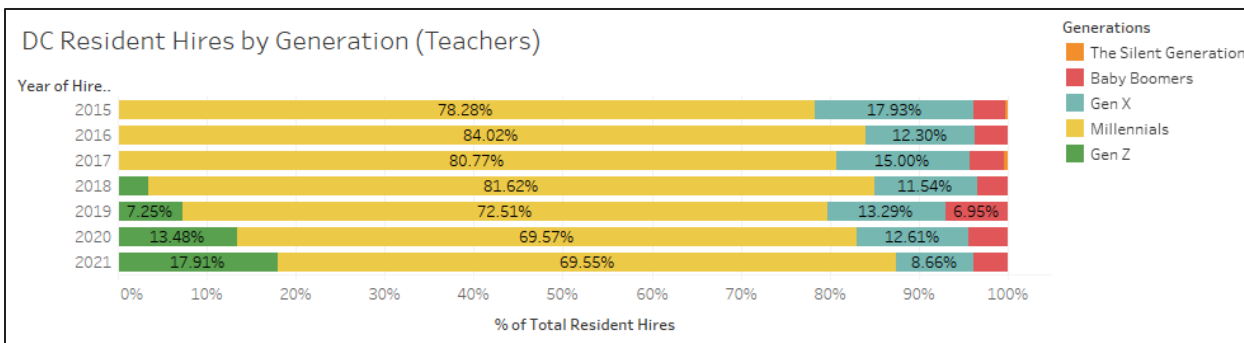
The largest proportion of District residents hired or rehired as teachers have identified as White. That proportion has been consistently between 40% and 50%. Those who identify as Black or African American have represented the second largest proportion throughout the same period.



Ethnic Group	2015	2016	2017	2018	2019	2020	2021
Black or African American	97	93	99	77	107	93	130
White	143	117	116	102	160	102	137
Hispanic or Latino	21	17	19	20	30	13	35
Asian	10	8	8	6	11	6	15
American Indian or Alaska Native	1				1		
Not Reported	18	9	18	29	22	16	18

Resident Hires by Generation

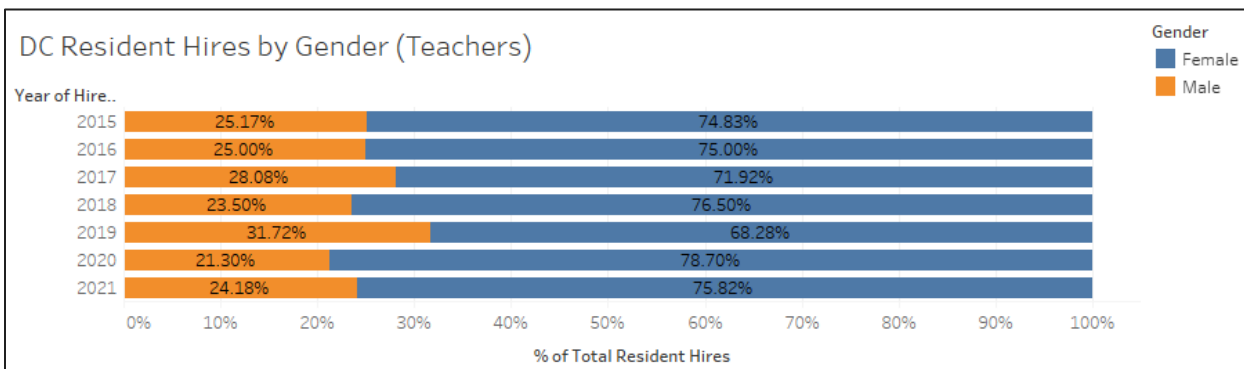
The dominant generational group among District resident teachers who have been hired or rehired between 2015 and 2021 have been Millennials. In the past few years, members of Gen Z have made gradual increases, with a peak of 17.91% last year.



Generations	2015	2016	2017	2018	2019	2020	2021
The Silent Generation	1		1				
Baby Boomers	10	9	10	8	23	10	13
Gen X	52	30	39	27	44	29	29
Millennials	227	205	210	191	240	160	233
Gen Z				8	24	31	60

Resident Hires by Gender

Employees who identify as female have routinely composed the majority of all District residents hired or rehired as teachers. The proportion has remained mostly consistent between 68% and 79% from 2015 to 2021.



Gender	2015	2016	2017	2018	2019	2020	2021
Female	217	183	187	179	226	181	254
Male	73	61	73	55	105	49	81

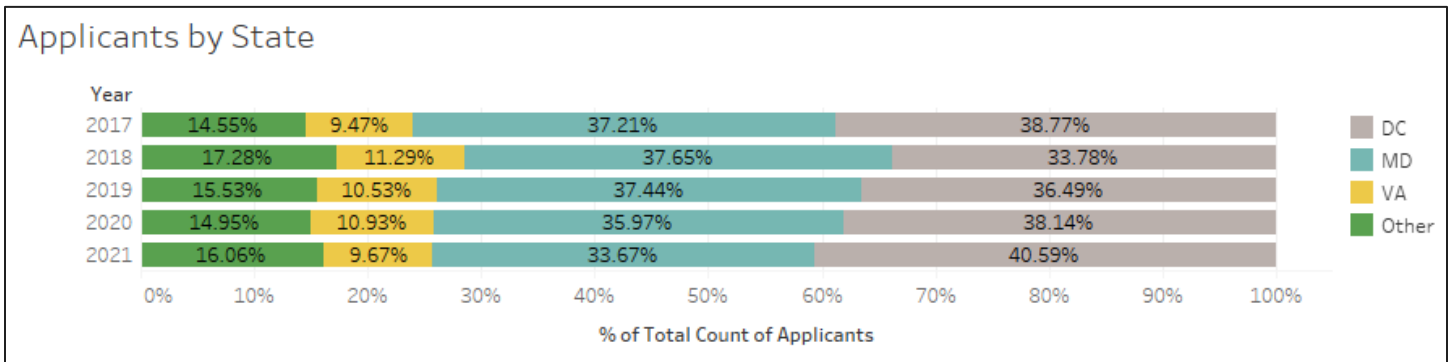
DISTRICT APPLICANT TRENDS⁹

The below section analyzes applicant residency trends using data from PeopleSoft’s eRecruit. As previously mentioned, not all agencies use eRecruit as their applicant tracking system.

⁹Currently, interviews, job offers, and job offer acceptances are not consistently processed in DCHR’s human resources information system or Applicant Tracking System. DCHR will work with agencies to increase this use so data can be analyzed appropriately.

Applicants by State

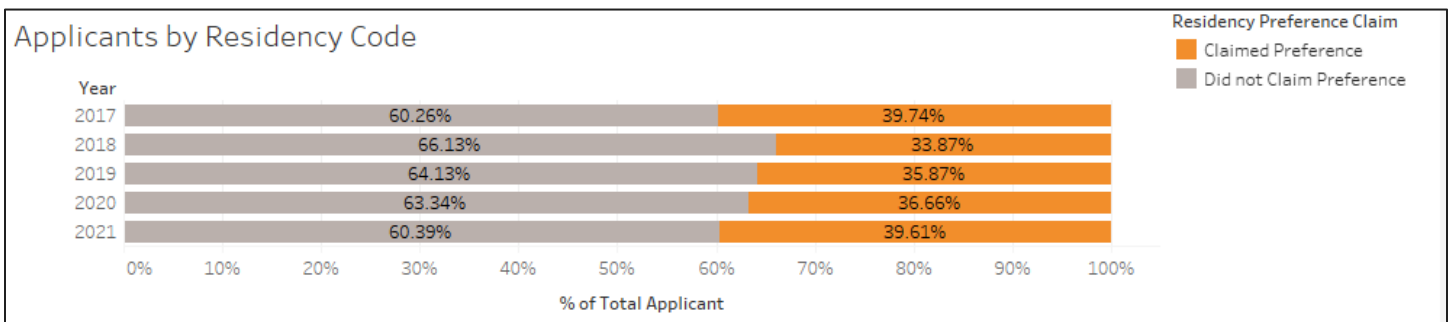
The largest proportion of applicants for District government jobs have been District residents. The proportion has remained relatively consistent from 2015 to 2021, with a peak in 2021 at 40.59%.



State	2017	2018	2019	2020	2021
DC	6,975	17,219	19,365	14,608	14,578
MD	6,693	19,195	19,870	13,775	12,095
VA	1,704	5,754	5,589	4,187	3,474
Other	2,617	8,811	8,241	5,727	5,770

Applicants Claiming Residency Preference

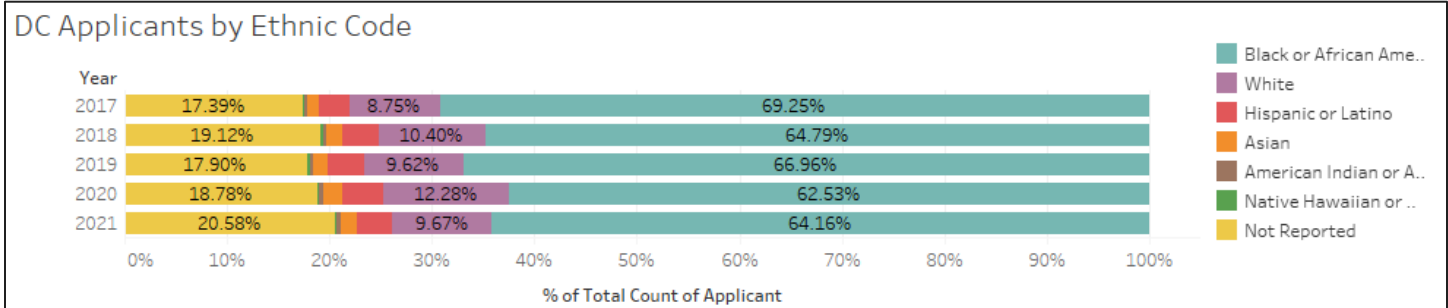
A significant proportion of applicants claimed a residency preference when applying for District government jobs. Thirty-three to forty percent of applicants claimed a residency preference, with 5% to 10% of the new hires selected claiming a residency preference. It is important to note that applicants may claim preference but may not be qualified for the position to which they have applied. In addition, some agencies such as the DC Public Schools and the Metropolitan Police Department do not use eRecruit for teacher and police hirings. Further analysis will be needed on this data to determine any correlations.



Residency Preference Claim	2017	2018	2019	2020	2021
Claimed Preference	7,394	17,995	19,848	14,569	14,826
Did not Claim Preference	11,214	35,128	35,491	25,169	22,605

Resident Applicants by Ethnic Code

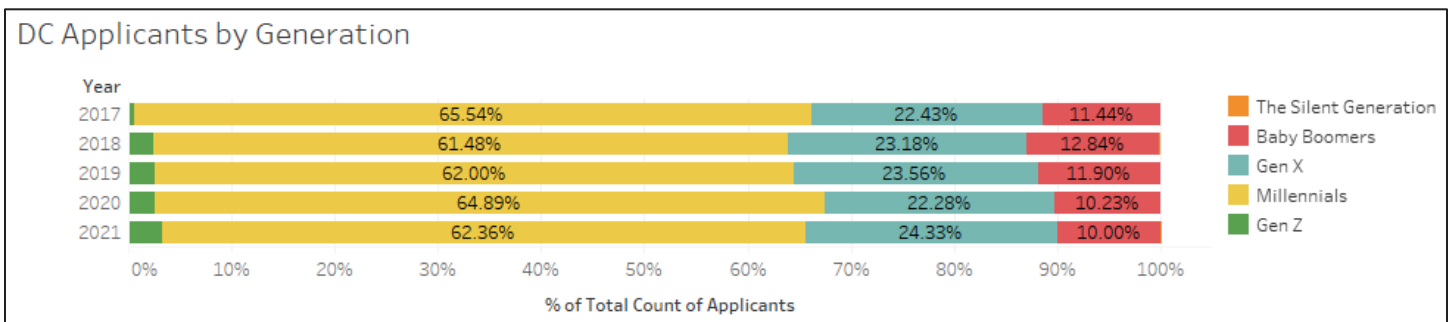
The majority of applicants who reside in the District identify as Black or African American. Ethnicity is not a required part of the application process, which accounts for the high number of applicants who did not report their ethnicity.



Ethnic Code	2017	2018	2019	2020	2021
Black or African American	4,830	11,156	12,966	9,135	9,353
White	610	1,791	1,862	1,794	1,410
Hispanic or Latino	209	620	687	582	508
Asian	82	265	287	272	233
American Indian or Alaska Native	22	57	64	58	54
Native Hawaiian or Other Pacific Islander	9	37	33	24	20
Not Reported	1,213	3,293	3,466	2,743	3,000

Resident Applicants by Generation

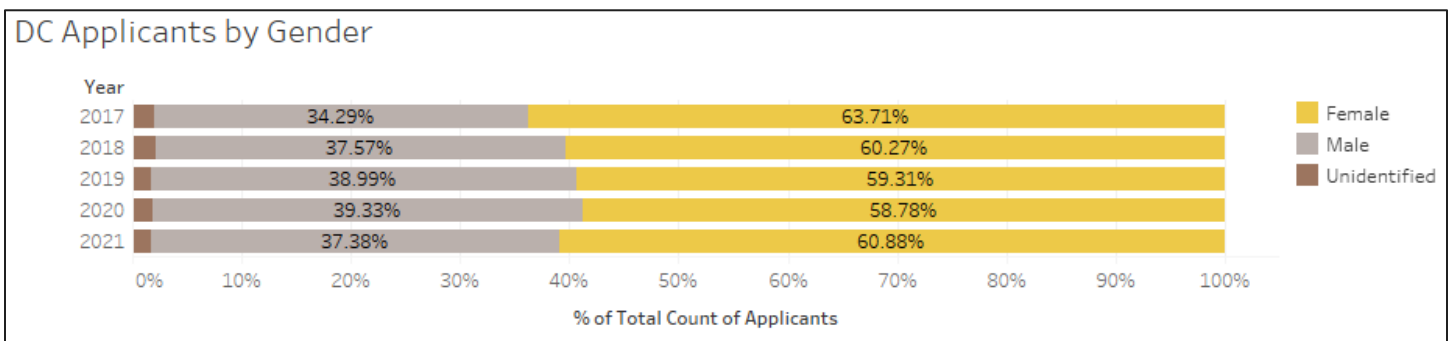
Most District residents who applied for government jobs are members of the Millennial generation. The proportion of applicants from Gen Z has increased over the last five years but remains a smaller portion than Gen X or Baby Boomers. Applicants who did not enter a birthdate or erroneously entered a birthday prior to 1920 were not included in the following visualizations.



Generations	2017	2018	2019	2020	2021
The Silent Generation		2			1
Baby Boomers	78	241	240	169	205
Gen X	153	435	475	368	499
Millennials	447	1,154	1,250	1,072	1,279
Gen Z	4	45	51	43	67

Resident Applicants by Gender

The majority of District residents who applied for District government jobs identify as female. This has remained largely consistent over the seven-year time.



Gender	2017	2018	2019	2020	2021
Female	4,444	10,378	11,485	8,587	8,875
Male	2,392	6,469	7,551	5,746	5,449
Unidentified	139	372	329	275	254

CONCLUSION

Based on this analysis, DCHR will create a dashboard that allows users to further explore residency hiring and applicant trends. In addition, DCHR will share insights found during this process with the Human Resources community. This data will also contribute to the next steps of this research, which focuses on collecting data from employees, hiring managers, and District leaders to evaluate our policies and processes. Collaboratively, we will work to ensure the District government can attract and retain a well-qualified and diverse workforce with a specific focus on hiring District residents.

Additionally, DCHR will request proposals from contractors to survey and generate reports on the additional information requested in D.C. Official Code §1-515.06a. DCHR anticipates finalizing the Statement of Work for this competitive bid by mid-June.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General



Inspector General

January 31, 2022

Kevin Donahue
City Administrator
Office of the City Administrator
John A Wilson Building
1350 Pennsylvania Avenue, N.W., Suite 513
Washington, D.C. 20004


Dear City Administrator Donahue:

This letter informs you that the Office of the Inspector General (OIG) plans to conduct an audit of District of Columbia Agencies' Overtime Usage. The objectives of this engagement are to assess: 1) overtime usage by District agencies; 2) adherence to District overtime policies; and 3) the effect overtime usage has on District operations. We will conduct this audit in accordance with generally accepted government auditing standards.

This audit is included in the OIG's *Fiscal Year 2022 Audit and Inspection Plan* and will be conducted under the project code OIG No. 22-1-03MA. Please reference this project code in all correspondence involving this audit. The preliminary audit fieldwork will begin on or about February 7, 2022.

Lisa Wilson, Audit Director, will be contacting select District agencies to arrange an entrance conference to discuss the audit process and answer any questions. During the interim, if you have questions, please contact me or Fekede Gindaba, Assistant Inspector General for Audits at (202) 727-2540.

Sincerely,


Daniel W. Lucas
Inspector General

DWL/caw

cc:

The Honorable Muriel Bowser, Mayor, District of Columbia, Attention: Betsy Cavendish
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Robert C. White, Jr., Chairperson, Committee on Government Operations and
Facilities, Council of the District of Columbia
The Honorable Kathy Patterson, District of Columbia Auditor, Office of the D.C. Auditor

FY22 Monetary Awards

Agency: Office of Inspector General

Total Awards: 1

Amount Total: \$18,305.96

Agency: Fire and EMS

Total Awards: 1

Amount Total: \$18,618

Agency: Department of Employment Services

Total Awards: 230

Amount Total: \$560,147

232 total employees across district

\$597,070.96 total in awards

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 period63.....
- 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, 202153¹.....

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 disposition27.....

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 Act0.....

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.

Agency Name

DC Department of Human Resources

**Annual Freedom of Information Act Report for Fiscal Year 2022
October 1, 2021 through September 30, 2022**

FOIA Officer Reporting Andrew Addison

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period64.....
- 2. Number of FOIA requests pending on October 1, 2021.....3.....
- 3. Number of FOIA requests pending on September 30, 2022.....2.....
- 4. The average number of days unfilled requests have been pending before each public body as of September 30, 2022.....29.....

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole..... 11.....
- 6. Number of requests granted, in part, denied, in part..... 18.....
- 7. Number of requests denied, in whole..... 9.....
- 8. Number of requests withdrawn..... 8.....
- 9. Number of requests referred or forwarded to other public bodies.....0.....
- 10. Other disposition19.....

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).....17.....
- 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)12.....
- 15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....0.....

- 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.....55.....
- 24. Number of FOIA requests processed between 16 and 25 days.....9.....
- 25. Number of FOIA requests processed in 26 days or more.....1.....
- 26. Median number of days to process FOIA Requests.....10.59.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....377.....
- 28. Total dollar amount expended by public body for processing FOIA requests...\$15,585.18.....

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 Act0.....

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 FY2022, DCHR processed 65 of the 67 FOIA requests it received or had pending from the previous fiscal year. The number of requests received by DCHR remained in line with FY2021, in which 63 FOIA requests were received. The large majority of requests received were processed within 15 business days as directed by D.C. Code § 2-532(c)(1).

Log of All FOIA Requests DCHR Received from October 1, 2021 through September 30, 2022

#	Request ID	Requester Name	Requested Date	Request Description
1	2022-FOIA-00312	Michael Ayele (A.K.A. W)	10/13/2021	The requester sought communications and studies discussing educational trends at Westminster College.
2	2022-FOIA-00548	Laurie Ann Atienza	10/21/2021	The requester sought position descriptions and salary information for the Nurse Practitioner position at the District’s Department of Health.
3	2022-FOIA-00606	Christopher White	10/25/2021	The requester sought an up-to-date copy of the District’s Employee Salary Information tool.
4	2022-FOIA-00802	Dunnell Brown	11/1/2021	The requester sought information reflecting the percentage of District government employees who reported as “vaccinated.”
5	2022-FOIA-00875	Jim Gray	11/2/2021	The requester sought a copy of a record contained in his personnel folder.
6	2022-FOIA-00879	Robert Allen	11/2/2021	The requester sought multiple position descriptions for jobs at the District’s Department of Parks and Recreation.
7	2022-FOIA-00905	Naomi Bellot	11/3/2021	The requester sought position descriptions for a program analyst position with multiple District agencies.
8	2022-FOIA-01013	Michael Ayele (A.K.A. W)	11/8/2021	The requester sought information concerning states’ decisions around marijuana legalization policies.
9	2022-FOIA-01138	J Newman	11/10/2021	The requester sought personnel records of a former District Department of Transportation employee.
10	2022-FOIA-01170	Laurie Ann Atienza	11/12/2021	The requester sought position descriptions and salary information for the Nurse Practitioner position at the District’s Department of Health.
11	2022-FOIA-01336	Jim Gray	11/18/2021	The requester sought email communications of two District Department of General Services concerning himself and a Fitness for Duty request.
12	2022-FOIA-01702	Robert Allen	12/2/2021	The requester sought multiple position descriptions for jobs at the District’s Department of Parks and Recreation.
13	2022-FOIA-01997	Allan Blutstein	12/14/2021	The requester sought the employment application, resume, employment history, and salary history of a former mayoral employee.

14	2022-FOIA-02578	Lia Rogers	1/13/2022	The requester sought information concerning the hiring process for two positions within the District's Department of Transportation.
15	2022-FOIA-02859	Emily Davies	1/25/2022	The requester sought payroll information for the District's Department of Forensic Sciences.
16	2022-FOIA-02860	Dunnell Brown	1/25/2022	The requester sought information concerning the percentage of District government employees who received a booster shot for the Covid-19 vaccine.
17	2022-FOIA-02866	Ryan Pulver	1/25/2022	The requester sought information relating to the employment of a District employee with the Office of Tax and Revenue.
18	2022-FOIA-03290	Mitch Ryals	2/4/2022	The requester sought materials related to a 2021 climate assessment survey of the District's Homeland Security and Emergency Management Agency.
19	2022-FOIA-03383	Keon Diggs	2/8/2022	The requester sought a copy of their Official Personnel Folders.
20	2022-FOIA-03388	Laurie Ann Atienza	3/4/2022	The requester sought position descriptions and salary information for multiple District government positions.
21	2022-FOIA-03391	Bianca Bennett	3/7/2022	The requester sought information concerning her application for a position at the District's Office of Unified Communications.
22	2022-FOIA-03497	Mitch Ryals	2/10/2022	The requester sought a copy of a 2021 climate assessment survey of the District's Homeland Security and Emergency Management Agency.
23	2022-FOIA-04087	Allison Lucas	3/3/2022	The requester sought email communications of the District's Department of Human Resources concerning her client.
24	2022-FOIA-04088	Allison Lucas	3/3/2022	The requester sought communications including the District's Department of Human Resources' Interim Director E. Lindsay Maxwell and her client.
25	2022-FOIA-04089	Allison Lucas	3/3/2022	The requester sought communications including the District's Department of Human Resources' Interim Director E. Lindsay Maxwell containing the terms "Religious" and/or "Religious Exemption."
26	2022-FOIA-04090	Allison Lucas	3/3/2022	The requester sought communications including the District's Department of Human Resources' Interim Director E. Lindsay Maxwell containing the term "DCMR § 568."

27	2022-FOIA-04091	Allison Lucas	3/3/2022	The requester sought communications including the District’s Department of Human Resources’ Interim Director E. Lindsay Maxwell containing the terms “FEMS” and/or “Firefighter.”
28	2022-FOIA-04092	Allison Lucas	3/3/2022	The requester sought copies of all audio or video recordings of her client, as well as any transcripts of such recordings.
29	2022-FOIA-04093	Allison Lucas	3/3/2022	The requester sought copies of any documents and/or communications that refer to her client or mentioned his request for an exemption to the Covid-19 vaccination mandate.
30	2022-FOIA-04274	Monica Godnick	3/9/2022	The requester sought judicial financial disclosure statements for members of the District of Columbia Superior Court.
31	2022-FOIA-04631	Keith Whiteing	3/21/2022	The requester sought information concerning his denial for a position with the District’s Department of Youth Rehabilitation Services.
32	2022-FOIA-04648	Melanie Janus	3/22/2022	The requester sought her interview scores of a District government position she applied for.
33	2022-FOIA-04824	DiResse Mack-Amadike	3/26/2022	The requester sought genealogy research documents.
34	2022-FOIA-04826	Carla Pusateri	3/26/2022	The requester sought the collective bargaining agreement and salary information for the District’s Metropolitan Police Department.
35	2022-FOIA-04836	Jason Meggs	3/9/2022	The requester sought documentation concerning their application with the District’s Office of the City Administrator.
36	2022-FOIA-04990	Synaptix	3/31/2022	The requester sought compensation data for all District government employees for Q3 of 2021.
37	2022-FOIA-05309	Linda Stascavage	4/11/2022	The requester sought information regarding a background investigation of an applicant for a safety sensitive position with the District of Columbia Public Schools.
38	2022-FOIA-05400	Jeffrey Russell	4/12/2022	The requester sought a copy of the Official Personnel Folder.
39	2022-FOIA-05474	Adam Mingal	4/14/2022	The requester sought information concerning District government employees’ 401a retirement accounts.

40	2022-FOIA-05476	Adam Mingal	4/14/2022	The requester sought email communications from a former Department of Human Resources employee concerning the District's 401a retirement plan, vesting rules, processes, or procedures.
41	2022-FOIA-05734	Erin Jackson	4/25/2022	The requester sought a copy of their Official Personnel Folder.
42	2022-FOIA-06317	Rhamse Brown	5/11/2022	The requester sought documentation demonstrating the past five years of position classifications, job postings, position descriptions and salary details District-wide for three District positions.
43	2022-FOIA-06508	Ekene Uzoegwu	5/18/2022	The requester sought a record of the number of services and assistance they have received from the District's Department of Human Services.
44	2022-FOIA-06685	Margaret Platek	5/25/2022	The requester sought the position description, job announcements, documents relating to the interview process for a position at the District's Department of Transportation.
45	2022-FOIA-06758	Jason Meggs	5/30/2022	The requester sought documentation concerning their application with the District's Office of the City Administrator.
46	2022-FOIA-06917	Daniel Maharaj	6/3/2022	The requester sought hiring documents concerning three employees with the District's Office of the Inspector General.
47	2022-FOIA-07029	Cemone Bynum-Jackson	6/8/2022	The requester sought position descriptions with the District's Department of Housing and Community Development.
48	2022-FOIA-07270	Deborah Carey	6/16/2022	The requester sought records of any dog bite reports concerning the dog of a District of Columbia resident.
49	2022-FOIA-07388	John McFarland	6/21/2022	The requester sought email communications from five Department of Human Resources employees concerning his denial letter for a job he applied for.
50	2022-FOIA-07894	Caroline Miller	7/6/2022	The requester sought reports and the registered names of individuals connected to a business located in the District of Columbia.
51	2022-FOIA-08133	Daniel Maharaj	7/13/2022	The requester sought personnel information regarding two employees of the District's Office of the Inspector General.

52	2022-FOIA-08499	Tonya Butler-Truesdale	7/27/2022	The requester sought hiring information for a position with the District's Office of the City Administrator.
53	2022-FOIA-08500	Tonya Butler-Truesdale	7/27/2022	The requester sought hiring information for a position with the District's Office of the City Administrator.
54	2022-FOIA-08858	Daniel Maharaj	8/9/2022	The requester sought the personnel records of an employee of the District's Office of the Inspector General.
55	2022-FOIA-09292	Sandra Rubin	8/25/2022	The requester sought copies of here past W-2 wage and tax statements.
56	2022-FOIA-09399	Tawana Mitchell	8/30/2022	The requester sought the resumes of employees hired for three positions with the District's Department of Human Services.
57	2022-FOIA-09419	Michael Ayele (A.K.A. W)	8/31/2022	The requester sought national records relating to Section 504 of the 1873 Rehabilitation Act.
58	2022-FOIA-09494	Ryan Brooks	9/1/2022	The requester sought the names and employment information concerning District employees represented by various labor unions.
59	2022-FOIA-09496	Jadonna Sanders	9/2/2022	The requester sought the position descriptions of all District Fire and Emergency Medical Services employees as well as a list of employees assigned to the positions.
60	2022-FOIA-09611	Elijah Howells	9/7/2022	The requester sought public employee salary information.
61	2022-FOIA-09777	Cater Deane	9/13/2022	The requester sought employee information for personnel hired as contractors for the District's Department of Corrections.
62	2022-FOIA-09778	Samantha Brew	9/13/2022	The requester sought documentation pertaining to a final order from the Office of Administrative Hearings.
63	2022-FOIA-10152	Amber Christensen	9/30/2022	The requester sought the case file for a complaint in the District of Columbia Superior Court.
64	2022-FOIA-10153	Amber Christensen	9/30/2022	The requester sought the case file for a complaint in the District of Columbia Superior Court.

Log of All FOIA Requests DCHR Received from October 1, 2022 through January 31, 2023

#	Request ID	Requester Name	Requested Date	Request Description
1	2022-FOIA-10152	Amber Christensen	10/3/2022	The requester sought a copy of a case record pending in the District of Columbia Superior Court.
2	2022-FOIA-10153	Amber Christensen	10/3/2022	The requester submitted a duplicate copy of FOIA Request 2022-FOIA-10152 in which the requester sought a copy of a case record pending in the District of Columbia Superior Court.
3	2023-FOIA-00054	Lauren Murray	10/4/2022	The requester sought the FY 2021 and 2022 Work sharing agreements between the Office of Human Rights and the Equal Employment Opportunity Commission.
4	2023-FOIA-00096	Yvette Mattocks-Gahin	10/5/2022	The requester sought an explanation for her non-selection to a Grade-12 promotion at her agency.
5	2023-FOIA-00312	William Marshall	10/13/2022	The requester sought the application materials and professional development training records concerning former Deputy Mayor Chris Geldart.
6	2023-FOIA-00423	Tekiah Jones	10/24/2022	The requester sought information relating to her application for a position with the Department of Correction's Office of General Counsel.
7	2023-FOIA-00812	Jim Gray	11/3/2022	The requester sought information relating to his termination from District government employment.
8	2023-FOIA-00945	Rose Santos	11/7/2022	The requester sought information relating to the District's 457 Deferred Compensation Plan.
9	2023-FOIA-01112	Juliana Berger	11/14/2022	Requester sought salary and compensation information for the District of Columbia's Public Defender Service.
10	2023-FOIA-01210	Nathaniel Adams	11/17/2022	Requester sought the salary information for the District's elected officials and their staff, as well as the total budget amounts for each official's office.
11	2023-FOIA-01993	Cemone Jackson-Bynum	12/20/2022	The requester sought information relating to a Housing Coordinator position with the Department of Aging and Community Living.
12	2023-FOIA-02162	Samantha Brew	12/30/2022	The requester sought for changes to be made to various unemployment records.
13	2023-FOIA-02179	Justin Zimmerman	1/4/203	The requester sought a record of all complaints filed him in his capacity as the District of Columbia Department of Human Resources' Associate Director for Policy and Compliance.
14	2023-FOIA-02368	Peter Heimlich	1/9/2023	The requester sought employment records and disability-related records for a former member of the District's Metropolitan Police Department.
15	2023-FOIA-02790	Andrew Will	1/24/2023	The requester sought documents related to a charge of discrimination filed with the District's Office of Human Rights.

Sub-Agency	Agency Name	Currently uses eRecruit	If not, which system is used	Future plans to use eRecruit/Timeframe
AA	Mayor, Executive Office of the	No	Jazz HR	No
AB	Council of the District of Columbia	No	Email	No
AC	Office of the DC Auditor	No	Email	
AD	Office of the Inspector General	Yes		
AE	Office of the City Administrator	Yes		No
AF	Contract Appeals Board	Yes		
AG	Board of Ethics and Government Accountability	Yes		
AH	Mayor's Office of Legal Counsel	No	Jazz HR	No
AI	Office of the Senior Advisor	No	Jazz HR	No
AK	Office of Labor Relations and Collective Bargaining	Yes		
AM	Department of General Services	Yes		
AP	Asian and Pacific Islander Affairs, Office of	No	Jazz HR	No
AR	Statehood Initiatives Agency	No	Jazz HR	No
AS	Finance and Resource Management, Office of	No		
AT	Office of the Chief Financial Officer	No	Neo Gov	No
BA	Office of the Secretary	No	Jazz HR	No
BD	Office of Planning	Yes		
BE	DC Department of Human Resources	Yes		
BJ	Office of Zoning	Yes		
BN	Homeland Security & Emerg. Mgmt. Agency	Yes		
BU	Office of Partnerships and Grants Service	No	Jazz HR	No
BX	Commission on the Arts and Humanities	Yes		
BY	DC Department of Aging and Community Living	Yes		
BZ	Office on Latino Affairs	No		
CB	Office of the Attorney General	Yes		
CE	DC Public Library	Yes		
CF	Department of Employment Services	Yes		
CG	Public Employee Relations Board	Yes		
CH	Office of Employee Appeals	Yes		
CI	Office of Film, Television and Entertainment	Yes		
CJ	Office of Campaign Finance	Yes		
CQ	Office of the Tenant Advocate	Yes		
CR	DC Department of Licensing and Consumer Protection	Yes		
CU	Department of Buildings	Yes		
DA	Real Property Tax Appeals Commission (RPTAC)	Yes		
DB	Department of Housing and Community Development	Yes		
DC	DC Lottery and Charitable Games Control Board	Yes		
DH	Public Service Commission	Yes		
DJ	Office of the People's Counsel	Yes		
DL	D. C. Board of Elections	Yes		
DP	Commission on Women	No	Jazz HR	No
DQ	Commission on Judicial Disabilities & Tenure	No	Jazz HR	No
DR	Rental Housing Commission	Yes		
DV	Judicial Nomination Commission	No		
DX	Advisory Neighborhood Commissions, Office of	Yes		
DY	DC Retirement Board	Yes		
EB	Office of the Deputy Mayor for Planning & Economic Development	Yes		
EM	Office of the Deputy Mayor for Greater Economic Opportunity	Yes		No
EN	Department of Small & Local Business Development	Yes		
FA	Metropolitan Police Department	Yes		
FB	Fire & Emergency Medical Services Department	Yes		
FH	Office of Police Complaints	Yes		
FI	Corrections Information Council	Yes		
FJ	Criminal Justice Coordinating Council	Yes		
FK	DC National Guard	Yes		
FL	Department of Corrections	Yes		
FO	Ofc. Victim Serv. & Justice Grants Admin	Yes		
FQ	Ofc. of the Deputy Mayor for the Public Safety & Justice Cluster	Yes		
FR	Department of Forensic Sciences	Yes		
FS	Office of Administrative Hearings	Yes		
FX	Office of the Chief Medical Examiner	Yes		
FZ	DC Sentencing Commission	Yes		
GA	DC Public Schools	No	Salesforce	No
GB	District of Columbia Public Charter School Board	No	Salesforce	No
GD	Office of the State Superintendent of Education	Yes		
GE	District of Columbia State Board of Education	No	Jazz HR	No
GF	University of the District of Columbia	No	ApplicantStack	No
GL	DC State Athletic Associatio	Yes		
GN	Non Public Tuition	Yes		
GO	OSSE DOT Department	Yes		
GW	Deputy Mayor for Education	Yes		No
HA	Department of Parks and Recreation	Yes		
HC	Department of Health	Yes		
HG	Ofc of the Deputy Mayor for Health and Human Services	No	Jazz HR	No
HI	Health Benefit Exchange Authority	Yes		
HM	Office of Human Rights	Yes		
HT	Department of Health Care Finance	Yes		
JA	Department of Human Services	Yes		
JF	DC Energy Office	Yes		
JM	Disability Services, Department on	Yes		
JR	Office of Disability Rights	Yes		
JS	Office for the Deaf, Deafblind, and Hard of Hearing	No	Jazz HR	No
JZ	Department of Youth Rehabilitation Services	Yes		
KA	District Department of Transportation	Yes		
KG	Department of Energy and Environment	Yes		
KO	Deputy Mayor for Operations and Infrastructure	Yes		
KT	Department of Public Works	Yes		
KV	Department of Motor Vehicles	Yes		
LQ	Alcoholic Beverage Regulation Administration	Yes		
MA	Criminal Code Reform Commission	No	Jazz HR	No
NS	Office of Neighborhood Safety and Engagement	Yes		
PO	Office of Contracting and Procurement	Yes		
RC	Office of Returning Citizen Affairs	No	Jazz HR	No
RK	Office of Risk Management	Yes		
RL	Child and Family Services Agency	Yes		
RM	Department of Behavioral Health	Yes		
RO	Office of the Ombudsperson for Children	No	Jazz HR	No
RP	Office of Community Affairs	No	Jazz HR	No
RS	Serve DC	No	Jazz HR	No
SC	Sports and Entertainment Commission	No	Jazz HR	No
SR	Department of Insurance, Securities and Banking	Yes		

Sub-Agency	Agency Name	Currently uses eRecruit	If not, which system is used	Future plans to use eRecruit/Timeframe
TC	Department of For-Hire Vehicles	Yes		
TD	Office of the Chief Technology Officer	Yes		
UC	Office of Unified Communications	Yes		
VA	Office of Veteran Affairs	Yes		



MURIEL BOWSER
MAYOR

May 4, 2022

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
John A. Wilson Building
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 2021 District Government Workforce New Hire Residency Report", prepared by the Department of Human Resources (DCHR) pursuant to 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).

This report outlines the hiring rate of District residents for both subordinate and independent agencies. The report also lists the employees who received residency waivers or were removed from their positions due to residency violations.

The report, available via DCHR's public [SharePoint link](#), details agency hiring for Fiscal Year 2021. Of the employees hired in fiscal year 2021, 53.5% lived in the District of Columbia. Between October 2020 and September 2021, six employees under the Mayor's authority received residency waivers. Independent agencies granted two residency waivers. Two employees were found out of compliance with the residency requirements and forfeited their positions.

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,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser



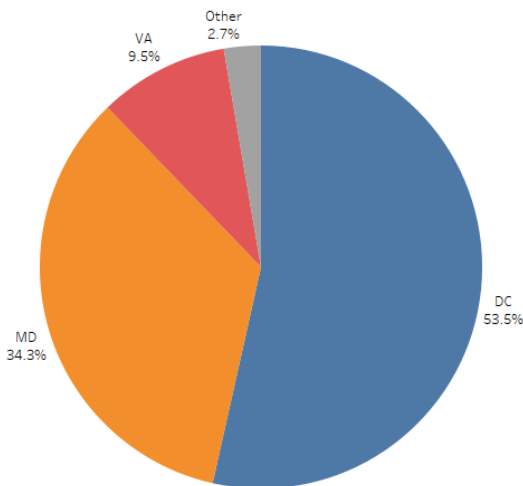
District Government Workforce Residency

Residency

Hiring and Residency Rate

In FY21, the District Government hired 4,821 employees. **2,580** (53.5%) of these employees were District residents. 55.0% (2,039) of the 3,708 employees hired under the Mayor’s authority were District residents. Legally, 23 employees must move into the District within 180 days of their onboarding in accordance with §§ 1-515.03 and 2-1831.08(d-1) of the D.C. Code.

FY21 New Hire Residency Breakdown



Residency Waivers Approved

DCHR granted **6 waivers** due to compelling and highly unusual circumstances between October 2020 and September 2021. Independent agencies granted **2 waivers**.

Name	Schedule	D.C. Code Statute	Unusual Circumstance	Waiver Time Granted
A	Career Service	§1-515.02	Domestic Violence	6 months
B	Management Supervisory Service	§1-515.02	Loss of Housing due to Pandemic	6 months
C	Career Service	§1-515.03	Additional Time to Move into District	Additional 6 months
D	Career Service	§1-515.02	Domestic Violence	6 months
E	Career Service	§1-515.02	Loss of Housing due to Pandemic - extension	6 months
F	Career Service	§1-515.02	Domestic Violence	12 months
G	Management Supervisory Service	§1-515.03	Family Care	2 years per Issuance L-2020-30
H	Senior Executive Legal Attorney	§1-515.03	Additional Time to Move Into District	Additional 6 months

Residency Violations and Removals

Between October 2020 and September 2021, **2 employees violated their residency preference** and forfeited their positions with the District Government.

Name	Violation	Outcome
Employee A	Residency Preference	Resigned
Employee B	Residency Preference	Removed

District Government Workforce New Hire Residency by Agency

New Hire Residency Listing – FY2021

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 2021.) The District hired 4,821 employees. 2,580 (53.5%) of these employees were District residents. The following data, organized by agency, lists the records pertaining to employees hired in FY21 by agency, pay schedule, position title, and jurisdiction of residency.

Agency Name	Pay Schedule	Program Title	State
Advisory Neighborhood Comm'n (1)	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
Alcoholic Beverage Reg Admin (4)	Career Service - Reg Appt	CONTACT REPRESENTATIVE	DC
	Career Service - Reg Appt	IT SPECIALIST (NETWORK)	MD
	Career Service - Reg Appt	LICENSING SPECIALIST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	DC
Asian Pacific Islander Affairs (6)	Career Service - Term Appt	COMMUNITY OUTREACH SPEC (BIL)	DC
	Career Service - Term Appt	COMMUNITY OUTREACH SPEC (BIL)	MD
	Career Service - Term Appt	COMMUNITY OUTREACH SPEC (BIL)	VA
	Career Service - Term Appt	COMMUNITY OUTREACH SPEC (BIL)	DC
	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	DC
	Career Service - Term Appt	PROGRAM COORDINATOR	DC
Board of Ethics and Government (2)	Legal Service - Reg Appt	SENIOR ATTORNEY ADVISOR	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
Child and Family Services Agcy (44)	Career Service - Reg Appt	CONTRACT SPECIALIST	DC
	Career Service - Reg Appt	EDUCATION RESOURCE SPEC	DC
	Career Service - Reg Appt	EXECUTIVE ASSISTANT	MD
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	DC
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	DC
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	DC
	Career Service - Reg Appt	FAMILY SUPPORT WORKER	DC
	Career Service - Term Appt	HUMAN RESOURCES GENERALIST	MD
	Career Service - Reg Appt	INFO TECH SPEC	VA
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	MD
	Career Service - Reg Appt	PROJECT LEADER	DC
	Career Service - Reg Appt	RESOURCE DEVELOPMENT SPEC	MD
	Career Service - Reg Appt	RESOURCE DEVELOPMENT SPEC	MD
	Career Service - Reg Appt	REVENUE ACCOUNTING SPECIALIST	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	VA
	Career Service - Reg Appt	SOCIAL WORKER	MD
Career Service - Reg Appt	SOCIAL WORKER	MD	

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	VA
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	VA
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SUPPORT SERVICES ASSISTANT	DC
	Career Service - Reg Appt	SUPPORT SERVICES ASSISTANT	DC
	Career Service - Reg Appt	SUPPORT SERVICES SPECIALIST	DC
	MSS - Reg Appt	SUPV SOCIAL WORKER	MD
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	MD
Comm'n on the Arts & Humanities (1)	Career Service - Reg Appt	ARTS LEARNING COORDINATOR	DC
Consumer & Regulatory Affairs (24)	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Legal Service - Term Appt	ATTORNEY ADVISOR	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Reg Appt	BUILDING CODE INSPECTOR II	MD
	Career Service - Reg Appt	CONTACT REPRESENTATIVE	MD
	Career Service - Reg Appt	CONTACT REPRESENTATIVE	DC
	Career Service - Reg Appt	CONTACT REPRESENTATIVE	DC
	Career Service - Reg Appt	ENGINEERING TECHNICIAN	MD
	MSS - Reg Appt	HOUSING CODE ENFORCEMENT OFFIC	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	DC
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	DC
	Career Service - Reg Appt	INVESTIGATOR	DC
	Career Service - Reg Appt	IT SPECIALIST	MD
	Career Service - Reg Appt	PARALEGAL SPECIALIST	DC
	Career Service - Reg Appt	PGM SUPPORT SPEC	DC
	Career Service - Reg Appt	PGM SUPPORT SPEC	DC
	Career Service - Reg Appt	PLANS REVIEWER	VA
	Career Service - Reg Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	VA

District Government Workforce New Hire Residency by Agency

	MSS - Reg Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	PROGRAM MANAGER	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
	MSS - Reg Appt	SUPERVISORY GREEN BUILDING INS	VA
Contracting and Procurement (7)	Career Service - Reg Appt	CONTRACT SPECIALIST	VA
	Career Service - Reg Appt	CONTRACT SPECIALIST	MD
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	DC
	Career Service - Reg Appt	MEASUREMENT & PLAN. ANALYST	VA
	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
	MSS - Reg Appt	SUPERVISORY CONTRACT SPECIALIS	MD
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	DC
Corrections Info Council (2)	Career Service - Term Appt	CLERICAL ASSISTANT	DC
	Career Service - Term Appt	CLERICAL ASSISTANT	DC
Council of the District (48)	Excepted Service - Temp Appt	ADMINISTRATIVE ASSISTANT	DC
	Excepted Service - Temp Appt	ADMINISTRATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE ASSISTANT	DC
	Legal Service - Reg Appt	ASSISTANT GENERAL COUNSEL	NC
	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
	Excepted Service - Reg Appt	COMMITTEE DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	COMMUNICATIONS DIRECTOR	DC
	Excepted Service - Reg Appt	CONSTITUENT SERVICES COORDINAT	DC
	Excepted Service - Reg Appt	CONSTITUENT SERVICES DIRECTOR	DC
	Excepted Service - Temp Appt	CONSTITUENT SERVICES SPECIALIS	DC
	Excepted Service - Reg Appt	CONSTITUENT SERVICES SPECIALIS	DC
	Excepted Service - Reg Appt	COUNCILMEMBER	DC
	Excepted Service - Reg Appt	COUNCILMEMBER	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC

District Government Workforce New Hire Residency by Agency

	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	MD
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	INTERN	WI
	Excepted Service - Temp Appt	INTERN	DC
	Excepted Service - Temp Appt	LEGISLATIVE AIDE	DC
	Excepted Service - Term Appt	LEGISLATIVE ASSISTANT	TX
	Excepted Service - Temp Appt	LEGISLATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	LEGISLATIVE ASSISTANT	DC
	Excepted Service - Reg Appt	LEGISLATIVE ASSISTANT	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	LEGISLATIVE COUNSEL	DC
	Excepted Service - Reg Appt	LEGISLATIVE COUNSEL	DC
	Excepted Service - Reg Appt	LEGISLATIVE DIRECTOR	DC
	Excepted Service - Reg Appt	LEGISLATIVE DIRECTOR	DC
	Excepted Service - Reg Appt	LEGISLATIVE DIRECTOR	DC
	Executive Service - Reg Appt	LEGISLATIVE DIRECTOR	DC
	Excepted Service - Reg Appt	OFFICE MANAGER	DC
	Career Service - Reg Appt	OFFICE MANAGER	DC
	Excepted Service - Reg Appt	POLICY ANALYST	DC
	Excepted Service - Reg Appt	RESEARCH ANALYST	DC
	Excepted Service - Reg Appt	SENIOR POLICY ANALYST	DC
Criminal Code Reform Comm'n (2)	Excepted Service - Reg Appt	SOCIAL SCIENTIST	DC
	Excepted Service - Reg Appt	SR. ATTORNEY ADVISOR	DC
Criminal Justice Council (2)	Career Service - Reg Appt	CHIEF INFORMATION OFFICER	DC
	Career Service - Reg Appt	STATISTICIAN (SOCIAL SCIENCE)	DC
D.C Board of Elections (44)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	VA
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Reg Appt	CADRE TEAM LEADER	MD
	Career Service - Term Appt	CADRE TEAM LEADER	MD
	Career Service - Reg Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CUSTODIAL WORKER	MD
	Career Service - Term Appt	CUSTODIAL WORKER	MD
	Career Service - Term Appt	INFO. TECH. SPECIALIST	MD
	Career Service - Term Appt	SUPPLY MANAGEMENT SPECIALIST	DC
	Career Service - Term Appt	TRAINING INSTRUCTOR	MD
	Career Service - Term Appt	TRAINING INSTRUCTOR	MD
	Career Service - Term Appt	TRAINING INSTRUCTOR, MATH	MD
DC Public Library (158)	Career Service - Reg Appt	A/C EQUIPMENT MECHANIC	MD
	Career Service - Reg Appt	ADULT DIGITAL LITERACY COORD	CA
	Career Service - Term Appt	AUDIOVISUAL MECHANIC	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	VA
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	VA
	Career Service - Reg Appt	CHILDREN'S LIBRARIAN	MD
	Career Service - Reg Appt	DIGITAL USER EXPERIENCE (UX/UI	NJ
	MSS - Reg Appt	EVENTS MANAGER	DC
	Career Service - Reg Appt	IT SPECIALIST (CUSTOMER SUPP)	DC
	Career Service - Reg Appt	LIBRARIAN	DC
	Career Service - Reg Appt	LIBRARIAN	VA
	Career Service - Reg Appt	LIBRARIAN	MD
	Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
	Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
	Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
	Career Service - Temp Appt	LIBRARY ASSOCIATE	MD
	Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
	Career Service - Reg Appt	LIBRARY ASSOCIATE	MD

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	MD
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	MD
Career Service - Temp Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	MD
Career Service - Reg Appt	LIBRARY ASSOCIATE	VA
Career Service - Reg Appt	LIBRARY ASSOCIATE	VA
Career Service - Reg Appt	LIBRARY ASSOCIATE	MD
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY ASSOCIATE	DC
Career Service - Reg Appt	LIBRARY PROGRAM COORDINATOR	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	VA
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Reg Appt	LIBRARY TECHNICIAN	MD
Career Service - Reg Appt	LIBRARY TECHNICIAN	DC
Career Service - Temp Appt	MACHINE BINDERY OPERATOR	MD
Career Service - Term Appt	PROJECT MANAGER (CAPITAL)	MD
Career Service - Temp Appt	PUBLIC AFFAIRS SPECIALIST	DC
Career Service - Temp Appt	STAFF ASSISTANT	DC
MSS - Reg Appt	SUPERVISORY LIBRARIAN	DC
MSS - Reg Appt	SUPERVISORY LIBRARIAN	MD
MSS - Reg Appt	SUPERVISORY LIBRARIAN	MD
MSS - Reg Appt	SUPERVISORY LIBRARIAN	VA
MSS - Reg Appt	SUPERVISORY LIBRARIAN	DC
MSS - Reg Appt	SUPERVISORY LIBRARIAN	MD
MSS - Reg Appt	SUPERVISORY LIBRARIAN	MD
MSS - Temp Appt	SUPVY SPECIAL POLICE OFFICER	VA
Career Service - Temp Appt	TEEN AIDE	DC
Career Service - Temp Appt	TEEN AIDE	DC
Career Service - Temp Appt	TEEN AIDE	DC

District Government Workforce New Hire Residency by Agency

DC Public Schools (1716)	Educational Service - Reg Appt	ADMINISTRATIVE OFFICER	DC
	Educational Service - Reg Appt	ADMINISTRATIVE OFFICER	MD
	Educational Service - Reg Appt	ADMINISTRATIVE OFFICER	DC
	Educational Service - Reg Appt	ADMINISTRATIVE OFFICER	MD
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	MD
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	DC
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	MD
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	MD
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	DC
	Educational Service - Temp App	AFTERSCHOOL PARAPROFESSIONAL	DC
	Educational Service - Reg Appt	AFTERSCHOOL, COORDINATOR (CSO)	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	MD
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	MD
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	DC
	Educational Service - Temp App	AIDE (AFTERSCHOOL)	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)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	VA
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	VA
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	VA
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	VA
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	MD
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	VA
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	VA
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Career Service - Reg Appt	AIDE (SUMMER SCHOOL)	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	MD
Educational Service - Temp App	AIDE (SUMMER SCHOOL)	DC
Educational Service - Reg Appt	AIDE, 10MO DEDICATED	VA
Educational Service - Reg Appt	AIDE, 10MO DEDICATED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Temp App	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	WA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	WA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	VA
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO LANGUAGE ACQUISITIO	DC
Educational Service - Reg Appt	AIDE, 10MO LANGUAGE ACQUISITIO	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Term App	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Term App	AIDE, 10MO PRE-SCHOOL	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Temp App	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	VA
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	DC
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO PRE-SCHOOL	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Career Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Temp App	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
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	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Career Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	DC
Educational Service - Reg Appt	AIDE, 10MO SPECIAL ED	MD
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Temp App	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Term App	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	MD
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, 12MO GENERAL ED	DC
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	MD
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
Educational Service - Reg Appt	AIDE, ADMINISTRATIVE	DC
Educational Service - Reg Appt	AIDE, COMPUTER LAB	MD
Career Service - Reg Appt	ANALYST	DC
Educational Service - Reg Appt	ANALYST	DC
Educational Service - Reg Appt	ANALYST	MD
Career Service - Reg Appt	ANALYST	MD
Career Service - Reg Appt	ANALYST	VA
Career Service - Reg Appt	ANALYST	DC
Educational Service - Reg Appt	ANALYST	DC

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	ASSISTANT, WAREHOUSE LOGISTICS	DC
Educational Service - Reg Appt	ATHLETIC TRAINER	MD
Educational Service - Reg Appt	ATHLETIC TRAINER	VA
Educational Service - Reg Appt	ATTENDANCE COUNSELOR	MD
Educational Service - Reg Appt	ATTENDANCE COUNSELOR	DC
Educational Service - Reg Appt	ATTENDANCE COUNSELOR	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	MD
Educational Service - Reg Appt	BEHAVIOR TECHNICIAN	DC
Career Service - Reg Appt	BUDGET ANALYST	MD
Educational Service - Reg Appt	BUSINESS MANAGER	MD
Educational Service - Reg Appt	CAFETERIA COOK	DC
Career Service - Reg Appt	CAFETERIA FOOD SERVICE WORKER	DC
Educational Service - Reg Appt	CAFETERIA FOOD SERVICE WORKER	DC
Career Service - Reg Appt	CHIEF, COMMUNICATIONS	DC
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	MD
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	MD
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	MD
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	MD
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	VA
Educational Service - Reg Appt	CLERK, DATA ENTRY CLERK	DC
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	VA
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	DC
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	MD
Educational Service - Reg Appt	COACH, INSTRUCTIONAL	DC
Educational Service - Reg Appt	COACH, INTERVENTION	DC
Educational Service - Reg Appt	COACH, INTERVENTION (FSS)	MD
Educational Service - Reg Appt	COACH, INTERVENTION (FSS)	MD
Educational Service - Reg Appt	COORDINATOR (CSO)	MD
Educational Service - Reg Appt	COORDINATOR (EG)	DC
Educational Service - Reg Appt	COORDINATOR (EG)	DC
Educational Service - Reg Appt	COORDINATOR (EG)	DC
Educational Service - Reg Appt	COORDINATOR (EG)	MD
Career Service - Reg Appt	COORDINATOR (EG)	MD
Educational Service - Reg Appt	COORDINATOR (EG)	DC
Educational Service - Term App	COORDINATOR (SSO)	DC
Educational Service - Reg Appt	COORDINATOR, ACADEMY	VA
Career Service - Reg Appt	COORDINATOR, BUDGET	DC
Career Service - Reg Appt	COORDINATOR, BUDGET & DATA STR	DC
Career Service - Reg Appt	COORDINATOR, BUDGET STRATEGY	MD
Career Service - Reg Appt	COORDINATOR, CEO LOGISTICS	MD
Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	MD
Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	DC
Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	MD
Educational Service - Reg Appt	COORDINATOR, COMPUTER LAB (EG)	DC
Career Service - Reg Appt	COORDINATOR, CONT AND CURR	VA
Educational Service - Reg Appt	COORDINATOR, CTE EARLY CHILD	MD
Educational Service - Reg Appt	COORDINATOR, DC READING CLINIC	MD
Educational Service - Reg Appt	COORDINATOR, DCPS PERSISTS	MD
Career Service - Reg Appt	COORDINATOR, DCPS PERSISTS	DC
Educational Service - Reg Appt	COORDINATOR, EQUITY	DC
Educational Service - Temp App	COORDINATOR, ESY SITE	MD
Career Service - Reg Appt	COORDINATOR, FIELD OPS FNS	DC
Educational Service - Reg Appt	COORDINATOR, ISS	MD
Educational Service - Reg Appt	COORDINATOR, ISS	VA
Educational Service - Reg Appt	COORDINATOR, ISS	MD
Educational Service - Reg Appt	COORDINATOR, ISS	DC
Educational Service - Reg Appt	COORDINATOR, ISS	MD
Educational Service - Reg Appt	COORDINATOR, LD INITIATIVES	VA
Educational Service - Reg Appt	COORDINATOR, ODSS	DC
Educational Service - Reg Appt	COORDINATOR, OPERATIONS	MD
Career Service - Reg Appt	COORDINATOR, OSTP CLUSTER	DC
Career Service - Reg Appt	COORDINATOR, OSTP CLUSTER	MD
Educational Service - Reg Appt	COORDINATOR, PARENT / TECH	DC
Educational Service - Reg Appt	COORDINATOR, PARENT / TECH	DC
Educational Service - Reg Appt	COORDINATOR, PATHWAYS	DC
Educational Service - Reg Appt	COORDINATOR, PROGRAM	DC
Educational Service - Reg Appt	COORDINATOR, READING CLINIC	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	COORDINATOR, RESTORATIVE JUSTI	MD
Educational Service - Reg Appt	COORDINATOR, RESTORATIVE JUSTI	MD
Career Service - Reg Appt	COORDINATOR, SCHOOL COUNSELING	VA
Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	DC
Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	DC
Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	VA
Educational Service - Reg Appt	COORDINATOR, SPECIAL ED	MD
Educational Service - Reg Appt	COORDINATOR, STUDENT RESOURCE	MD
Career Service - Reg Appt	COORDINATOR, TSHO & QB DEVELOP	VA
Educational Service - Reg Appt	COORDINATOR, COMPLI RISK SAFETY	MD
Educational Service - Reg Appt	COORDINATOR, RESTORATIVE JUSTIC	DC
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	MD
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	MD
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	DC
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	MD
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	DC
Educational Service - Temp App	COUNSELOR (SUMMER SCHOOL)	MD
Educational Service - Reg Appt	COUNSELOR, GUIDANCE, HS (11 MO	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Career Service - Reg Appt	CUSTODIAN	DC
Educational Service - Reg Appt	CUSTODIAN	DC
Educational Service - Reg Appt	CUSTODIAN	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	CUSTODIAN	DC
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Term App	CUSTODIAN	DC
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	DC
Educational Service - Term App	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN	DC
Educational Service - Reg Appt	CUSTODIAN	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	VA
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	CUSTODIAN (RW-3)	DC
Educational Service - Reg Appt	CUSTODIAN (RW-3)	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Term App	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	DC
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	VA
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
Educational Service - Reg Appt	DC TEACHER RESIDENCY PROGRAM	MD
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	DEAN OF STUDENTS	MD
Career Service - Reg Appt	DEPUTY CHIEF, DCPS BECOMING	DC
Educational Service - Reg Appt	DIRECTOR	VA
Career Service - Reg Appt	DIRECTOR (CSO)	DC
Educational Service - Reg Appt	DIRECTOR (CSO)	VA
Career Service - Reg Appt	DIRECTOR, BENEFITS AND COMP	MD

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	DIRECTOR, CAREER & LEADER DEVE	DC
Educational Service - Reg Appt	DIRECTOR, COVID	DC
Career Service - Reg Appt	DIRECTOR, DCPS PERSISTS	VA
Career Service - Reg Appt	DIRECTOR, EARLY STAGES	MD
Educational Service - Reg Appt	DIRECTOR, OES	MD
Educational Service - Temp App	HEARING OFFICER (EG)	FL
Career Service - Reg Appt	HEARING OFFICER (EG)	MD
Educational Service - Reg Appt	INSTRUCTIONAL COACH	MD
Educational Service - Reg Appt	INSTRUCTIONAL COACH	MD
Educational Service - Reg Appt	INSTRUCTIONAL SUPERINTENDENT	VA
Educational Service - Reg Appt	INSTRUCTOR, JROTC (ET-15)	VA
Educational Service - Reg Appt	INSTRUCTOR, JROTC (ET-15)	FL
Educational Service - Reg Appt	ITINERANT TEACHER	DC
Educational Service - Reg Appt	JR CONTRACT SPECIALIST	MD
Educational Service - Reg Appt	LIBRARIAN	DC
Educational Service - Reg Appt	LIBRARIAN	DC
Educational Service - Reg Appt	LIBRARIAN	DC
Educational Service - Reg Appt	LIBRARIAN	WA
Educational Service - Reg Appt	LIBRARY/TECHAIDE/DATACoord	MD
Educational Service - Reg Appt	MANAGER	MD
Career Service - Reg Appt	MANAGER	VA
Career Service - Reg Appt	MANAGER	MD
Educational Service - Reg Appt	MANAGER	DC
Educational Service - Reg Appt	MANAGER, ECE ASSESSMENT	NJ
Career Service - Reg Appt	MANAGER, FACILITIES PLAN DESIG	DC
Educational Service - Reg Appt	MANAGER, PARTNERSHIPS	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	MANAGER, SLP	DC
Educational Service - Reg Appt	MANAGER, STRATEGY & LOGISTICS	DC
Educational Service - Reg Appt	MANAGER, STRATEGY & LOGISTICS	DC
Educational Service - Reg Appt	MANAGER, STRATEGY & LOGISTICS	DC
Educational Service - Reg Appt	MANAGER, TECH CLUSTER SUPPORT	MD
Educational Service - Reg Appt	MANAGER, TECH CLUSTER SUPPORT	MD
Career Service - Reg Appt	PRESS SECRETARY	MD
Educational Service - Reg Appt	PRINCIPAL	VA
Educational Service - Reg Appt	PRINCIPAL	MD
Educational Service - Reg Appt	PROGRAM MANAGER	MD
Career Service - Reg Appt	PROGRAM MANAGER	DC
Career Service - Reg Appt	PROGRAM SPECIALIST	DC
Educational Service - Reg Appt	PROGRAM SPECIALIST	MD
Educational Service - Reg Appt	PROGRAM SPECIALIST	VA
Educational Service - Reg Appt	PROGRAM SPECIALIST	MD
Career Service - Reg Appt	PROGRAM SPECIALIST	MD
Educational Service - Reg Appt	PROGRAM SPECIALIST	DC
Educational Service - Reg Appt	PROGRAM SPECIALIST	VA
Educational Service - Reg Appt	PROJECT DIRECTOR, RISE	DC
Career Service - Reg Appt	PROJECT MANAGER (EG)	MD
Educational Service - Reg Appt	PROJECT MANAGER (EG)	MD
Career Service - Reg Appt	PROJECT MANAGER (EG)	DC
Educational Service - Reg Appt	PROJECT MANAGER (EG)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (CSO)12	MD
Educational Service - Reg Appt	PSYCHOLOGIST (ET-11)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	VA
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	VA
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	DC
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	TN
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	MD
Educational Service - Reg Appt	PSYCHOLOGIST (WTU)	FL
Educational Service - Reg Appt	RECREATION SPECIALIST (AQUATIC	MD
Educational Service - Reg Appt	REGISTRAR	DC
Educational Service - Reg Appt	REGISTRAR	MD
Educational Service - Reg Appt	REGISTRAR	DC
Educational Service - Reg Appt	REGISTRAR	DC
Educational Service - Temp App	RELATED SERVICE PROVIDER (SUMM	MD
Educational Service - Temp App	RELATED SERVICE PROVIDER (SUMM	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	RELAY TEACHER RESIDENT	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL	MD
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL	MD
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL 11	MD
Educational Service - Reg Appt	SCHOOL COUNSELOR, BILINGUAL(11	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, ES	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	VA
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	DC
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	VA
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	VA
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	VA
Educational Service - Reg Appt	SCHOOL COUNSELOR, HS (11 MONTH	MD
Educational Service - Reg Appt	SCHOOL COUNSELOR, MS	MD
Educational Service - Reg Appt	SCHOOL COUNSELOR, MS	MD
Educational Service - Reg Appt	SCHOOL LIBRARIAN	VA
Educational Service - Reg Appt	SCHOOL LIBRARIAN	DC
Educational Service - Reg Appt	SCHOOL LIBRARIAN	VA
Educational Service - Reg Appt	SCHOOL LIBRARIAN	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	SCHOOL LIBRARIAN	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	MD
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Temp App	SITE LEADER (AFTERSCHOOL)	DC
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	SOCIAL WORKER	VA
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Temp App	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	MD
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SOCIAL WORKER	DC
Educational Service - Reg Appt	SPECIALIST	MD
Educational Service - Reg Appt	SPECIALIST	FL
Career Service - Reg Appt	SPECIALIST	DC
Educational Service - Reg Appt	SPECIALIST, APP DEVELOPER	VA
Educational Service - Reg Appt	SPECIALIST, BUDGET SUPPORT/STR	VA
Educational Service - Reg Appt	SPECIALIST, BUDGET SUPPORT/STR	DC
Career Service - Reg Appt	SPECIALIST, CAREER AND LD	DC
Career Service - Reg Appt	SPECIALIST, CAT	MD
Career Service - Reg Appt	SPECIALIST, CONTENT AND STRATE	DC
Educational Service - Reg Appt	SPECIALIST, DATA & PERFORMANCE	MD
Educational Service - Reg Appt	SPECIALIST, EARLY LITERACY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	SPECIALIST, ECE INSTRUCTION	MD
Career Service - Reg Appt	SPECIALIST, FOOD & NUTRITION	MD
Career Service - Reg Appt	SPECIALIST, GRANT ADMIN	DC
Educational Service - Reg Appt	SPECIALIST, HEAD START DATA	DC
Educational Service - Reg Appt	SPECIALIST, ISI CORE	DC
Career Service - Reg Appt	SPECIALIST, JOB PLACEMENT	MD
Career Service - Reg Appt	SPECIALIST, LEARNING MGMT SYST	DC
Career Service - Reg Appt	SPECIALIST, LITERACY	FL
Educational Service - Reg Appt	SPECIALIST, MTSS	MD
Educational Service - Reg Appt	SPECIALIST, MTSS	VA
Career Service - Reg Appt	SPECIALIST, MTSS	VA
Educational Service - Reg Appt	SPECIALIST, MTSS	MD
Career Service - Reg Appt	SPECIALIST, MTSS	DC
Career Service - Reg Appt	SPECIALIST, MTSS RISE	VA
Career Service - Reg Appt	SPECIALIST, MTSS RISE	DC
Educational Service - Reg Appt	SPECIALIST, ONLINE LEARNING	MD
Educational Service - Reg Appt	SPECIALIST, PROF DEVELOPMENT	VA
Educational Service - Reg Appt	SPECIALIST, READING	MD
Educational Service - Reg Appt	SPECIALIST, READING	DC
Educational Service - Reg Appt	SPECIALIST, READING	DC
Educational Service - Reg Appt	SPECIALIST, READING	DC
Educational Service - Reg Appt	SPECIALIST, READING SPED	MD
Educational Service - Reg Appt	SPECIALIST, RELATED SERVICES	DC
Educational Service - Reg Appt	SPECIALIST, RISE PD	DC
Career Service - Reg Appt	SPECIALIST, SCHOOL ACADEMIC	MD
Educational Service - Reg Appt	SPECIALIST, SCHOOL OPERATIONS	MD
Career Service - Reg Appt	SPECIALIST, SEL	MD
Career Service - Reg Appt	SPECIALIST, SSO	MD
Career Service - Reg Appt	SPECIALIST, SYSTEMS ADMIN	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	SPECIALIST,TEACHER SELECTION	MD
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH LANGUAGE PATHOLOGIST (W	DC
Educational Service - Reg Appt	SPEECH PATHOLOGIST	DC
Educational Service - Reg Appt	SPEECH PATHOLOGIST	DC
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	SPEECH PATHOLOGIST	DC
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	SPEECH PATHOLOGIST	MD
Educational Service - Reg Appt	STAFF ASSISTANT	DC
Educational Service - Temp App	STUDENT SUPPORT CARE ASSISTANT	DC
Educational Service - Reg Appt	STUDENT SUPPORT CARE ASSISTANT	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	NY
Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	GA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Term App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Reg Appt	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	WA
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	GA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	MD
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Educational Service - Temp App	SUBSTITUTE TEACHER	VA
Career Service - Reg Appt	SUBSTITUTE TEACHER	DC
Career Service - Reg Appt	SUBSTITUTE TEACHER	DC
Career Service - Reg Appt	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Temp App	SUBSTITUTE TEACHER	DC
Educational Service - Reg Appt	TEACHER	DC
Educational Service - Temp App	TEACHER (AFTERSCHOOL)	MD
Educational Service - Temp App	TEACHER (AFTERSCHOOL)	DC
Educational Service - Temp App	TEACHER (AFTERSCHOOL)	DC
Educational Service - Reg Appt	TEACHER (EG 09)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
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 (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DE
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	FL
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	VA
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	VA
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	VA
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	VA
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	DC
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Career Service - Reg Appt	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Temp App	TEACHER (SUMMER SCHOOL)	MD
Educational Service - Reg Appt	TEACHER, ART	DC
Educational Service - Reg Appt	TEACHER, ART	DC
Educational Service - Reg Appt	TEACHER, ART	VA
Educational Service - Reg Appt	TEACHER, ART	MD
Educational Service - Reg Appt	TEACHER, ART	MD
Educational Service - Reg Appt	TEACHER, ART	MD
Educational Service - Reg Appt	TEACHER, ART	MD
Educational Service - Reg Appt	TEACHER, ART	MD
Educational Service - Reg Appt	TEACHER, ART	DC
Career Service - Reg Appt	TEACHER, ART	DC
Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	MD
Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	DC
Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	GA
Educational Service - Reg Appt	TEACHER, CAREER EDUCATION	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Career Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	DC
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, EARLY CHILDHOOD	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	DC
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	DC
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	DC
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	VA
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	DC
Educational Service - Reg Appt	TEACHER, FOREIGN LANGUAGE	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Temp App	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Term App	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	NJ
Career Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
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	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	TX
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
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	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
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	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	AL
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	GA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC

District Government Workforce New Hire Residency by Agency

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	MD
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	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MS
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Career Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	NC
Educational Service - Reg Appt	TEACHER, GENERAL ELEMENTARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DE
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Term App	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	NC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	NY
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	TN
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Career Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	VA
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	NC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MI
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	MD
Educational Service - Reg Appt	TEACHER, GENERAL SECONDARY	DC
Educational Service - Reg Appt	TEACHER, ITINERANT ELL	DC
Career Service - Reg Appt	TEACHER, ITINERANT ELL	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	VA
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Career Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	MD
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
Educational Service - Reg Appt	TEACHER, LANGUAGE ACQUISITION	DC
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	DC
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	VA
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	VA
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	FL
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	PA
Educational Service - Reg Appt	TEACHER, PE	VA
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	PR
Educational Service - Reg Appt	TEACHER, PE	DC
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE	MD
Educational Service - Reg Appt	TEACHER, PE, PT	MD
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	MD
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	MD
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	VA
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	DC
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	MD
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	MD
Educational Service - Reg Appt	TEACHER, PERFORMING ARTS	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DE
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Career Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NY
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	FL
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NJ
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	VA
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	NJ
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	TEACHER, SPECIAL ED.	DC
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL ED.	MD
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	MD
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	DC
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	MD
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	MD
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	MD
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
Educational Service - Reg Appt	TEACHER, SPECIAL EDUCATION	VA
Career Service - Reg Appt	TEACHER,ESL	MD
Educational Service - Reg Appt	TEACHER,ESL,ELEMENTARY	DC
Educational Service - Reg Appt	TEACHER,SCIENCE	MD
Educational Service - Reg Appt	THERAPIST, PHYSICAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	MD
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	DC
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	MD
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	MD
Educational Service - Reg Appt	THERAPIST,OCCUPATIONAL	MD
Educational Service - Reg Appt	URBAN TEACHER RESIDENCY	MD
Educational Service - Reg Appt	URBAN TEACHER RESIDENCY (10MO)	DC
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	DC
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	VA
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	DC
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	DC
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	MD
Educational Service - Reg Appt	URBAN TEACHER RESIDENT	DC
Educational Service - Reg Appt	WAE TEACHER	MD
Educational Service - Reg Appt	WAE TEACHER	VA
Educational Service - Reg Appt	WAE, ANALYST COMMS (EARLY STAG	MD
Educational Service - Reg Appt	WAE, ANALYST DATA (EARLY STAGE	DC
Educational Service - Term App	WAE, COORD LEARN & EARN (LAD)	DC
Educational Service - Temp App	WAE, FRENCH	DC
Educational Service - Temp App	WAE, TRANSLATOR SPANISH	VA
Educational Service - Temp App	WAE, VIETNAMESE	VA

District Government Workforce New Hire Residency by Agency

	Educational Service - Reg Appt	WELCOME CENTER PARENT LIAISON	VA
DC Retirement Board (9)	Career Service - Temp Appt	DEPUTY DIRECTOR	DC
	Career Service - Term Appt	EXECUTIVE DIR	DC
	Excepted Service - Reg Appt	EXECUTIVE DIR	MD
	Career Service - Reg Appt	INFO SYSTEMS SECURITY OFFICER	VA
	Career Service - Reg Appt	INVESTMENT ANALYST	DC
	Career Service - Reg Appt	INVESTMENT ANALYST	DC
	Career Service - Reg Appt	MEMBER SERVICES REPRESENTATIVE	MD
	Career Service - Reg Appt	MEMBER SERVICES REPRESENTATIVE	MD
	Career Service - Reg Appt	RETIREMENT SPECIALIST	MD
DC Sentencing Comm'n (1)	Excepted Service - Reg Appt	OUTREACH AND SERVICES SPECIALI	DC
DC State Board of Education (11)	Excepted Service - Term Appt	BOARD MEMBER	DC
	Executive Service - Term Appt	BOARD MEMBER	DC
	Excepted Service - Term Appt	BOARD MEMBER	DC
	Executive Service - Term Appt	BOARD MEMBER	DC
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Temp Appt	STUDENT INTERN	TN
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Temp Appt	STUDENT INTERN	VA
	Career Service - Temp Appt	STUDENT INTERN	TX
	Career Service - Temp Appt	STUDENT INTERN	DC
	Career Service - Temp Appt	STUDENT INTERN	SC
Dept Housing & Cmty Dev (5)	Career Service - Reg Appt	ACCOUNTANT	DC
	Career Service - Reg Appt	ECONOMIC DEV PROGRAM SPEC	MD
	Career Service - Term Appt	HOUSING AND DEVELOPMENT PROJEC	DC
	Career Service - Reg Appt	RESIDENTIAL PROGRAM SPECIALIST	DC
	MSS - Reg Appt	SUPVY HOUSING FINANCIAL ANAL.	DC
Dept of Aging and Cmty Living (6)	Career Service - Term Appt	CASE MANAGER	VA
	Career Service - Reg Appt	COMMUNITY OUTREACH SPEC	DC
	Career Service - Term Appt	INFORMATION TECHNOLOGY SPECIAL	VA
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Reg Appt	SPECIAL ASSISTANT	DC
	MSS - Reg Appt	SUPERVISORY SOCIAL WORKER	DC
Dept of Behavioral Health (120)	Career Service - Term Appt	BEHAVIORAL HEALTH CLINICIAN	DC
	Career Service - Term Appt	BEHAVIORAL HEALTH COORDINATOR	MD
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	DC
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
	Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Career Service - Reg Appt	BEHAVIORAL HEALTH TECHNICIAN	MD
Excepted Service - Temp Appt	CHAPLAIN RESIDENT	VA
Career Service - Temp Appt	CHAPLAIN RESIDENT	VA
Career Service - Temp Appt	CHAPLAIN RESIDENT	MD
Career Service - Term Appt	CLERICAL ASSISTANT	MD
MSS - Reg Appt	CLINICAL ADMINISTRATOR	DC
MSS - Reg Appt	CLINICAL ADMINISTRATOR	DC
Career Service - Reg Appt	CLINICAL PSYCHOLOGIST	DC
Career Service - Reg Appt	CLINICAL PSYCHOLOGIST	DC
Career Service - Reg Appt	CLINICAL PSYCHOLOGIST	MD
Career Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	DC
Career Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	VA
Career Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	DC
Career Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	MD
Career Service - Temp Appt	CLINICAL PSYCHOLOGIST INTERN	MD
Career Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	DC
Career Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	VA
Career Service - Temp Appt	CLINICAL PSYCHOLOGY RESIDENT	CA
MSS - Reg Appt	CLINICAL SUPERVISOR	MD
Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	MD
Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	MD
Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	MD
Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	DC
Career Service - Term Appt	COMM BEHAVIORAL HLTH SPEC	MD
Career Service - Term Appt	COOK	VA
Career Service - Term Appt	CREATIVE ARTS THERAPIST (MUSIC	MD
Career Service - Term Appt	DATA COORDINATOR (GPRA)	VA
Career Service - Term Appt	DCOR RECOVERY SUPPORT COORDINA	DC
Career Service - Temp Appt	DENTAL RESIDENT	MD
Career Service - Temp Appt	DENTAL RESIDENT	MD
Career Service - Temp Appt	DENTAL RESIDENT	VA
MSS - Temp Appt	DIRECTOR OF CARE ACCESS AND IN	VA
MSS - Reg Appt	DIRECTOR OF COMMUNICATIONS	DC
MSS - Reg Appt	DIRECTOR, CONSUMER & FAMILY AF	DC
Career Service - Reg Appt	EARLY CHILDHOOD BEHAV. HLTH SP	MD
Career Service - Reg Appt	EARLY CHILDHOOD CLIN SPEC	MD

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	EARLY CHILDHOOD CLIN SPEC	MD
MSS - Temp Appt	EARLY CHILDHOOD CLIN SPEC	MD
Career Service - Reg Appt	EARLY CHILDHOOD CLIN SPEC	MD
Career Service - Reg Appt	EARLY CHILDHOOD CLIN SPEC	MD
Career Service - Reg Appt	ELECTRICIAN	MD
Career Service - Term Appt	FAMILY SVCS RECOVERY ASST	MD
Career Service - Term Appt	FISCAL MONITOR (SOR)	MD
Career Service - Term Appt	FISCAL MONITOR (SOR)	MD
Career Service - Term Appt	FOOD SERVICE WORKER	DC
Career Service - Temp Appt	FORENSIC PSYCHIATRY FELLOW	VA
Career Service - Temp Appt	FORENSIC PSYCHIATRY FELLOW	DC
Career Service - Term Appt	HOUSEKEEPING AIDE	DC
Career Service - Term Appt	HOUSEKEEPING AIDE	DC
Career Service - Term Appt	HOUSEKEEPING AIDE	DC
Career Service - Term Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE	DC
Career Service - Reg Appt	HOUSEKEEPING AIDE FOREMAN	MD
Career Service - Reg Appt	INVESTIGATIVE ANALYSIS SPECIAL	MD
Career Service - Reg Appt	LEAD MEDICAL TECHNOLOGIST	MD
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	VA
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	MD
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	MD
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	VA
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	VA
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
Career Service - Temp Appt	MEDICAL OFFICER PSYCH RES	DC
Career Service - Term Appt	MENTAL HEALTH COUNSELOR	DC
Career Service - Term Appt	MENTAL HEALTH COUNSELOR	DC
Career Service - Reg Appt	MENTAL HEALTH COUNSELOR	DC
Career Service - Reg Appt	MENTAL HEALTH COUNSELOR	MD
Career Service - Reg Appt	MENTAL HEALTH COUNSELOR	MD
Career Service - Reg Appt	NURSE PRACTITIONER (FAMILY MED)	MD
Career Service - Term Appt	PEER COUNSELOR	MD
Career Service - Term Appt	PEER COUNSELOR	MD
Career Service - Reg Appt	POLICY ANALYST	DC
Career Service - Reg Appt	POLICY ANALYST	DC
Career Service - Reg Appt	POLICY ANALYST	DC

District Government Workforce New Hire Residency by Agency

	MSS - Reg Appt	PROGRAM MANAGER	DC
	Career Service - Term Appt	PROGRAM MONITOR (SBBHE)	DC
	Career Service - Term Appt	PROGRAM MONITOR (SBBHE)	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	MD
	Career Service - Term Appt	PROJECT MONITOR (SOR)	DC
	Career Service - Term Appt	PROJECT MONITOR (SOR)	DC
	Career Service - Reg Appt	PSYCHIATRIC NURSE	DC
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	VA
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	PSYCHIATRIC NURSE	MD
	MSS - Temp Appt	PUBLIC AFFAIRS OFFICER	DC
	Career Service - Reg Appt	SCHOOL BEHAV HLTH CLIN SPEC	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	MD
	Career Service - Reg Appt	SOCIAL WORKER	VA
	MSS - Reg Appt	SUPERVISORY CREATIVE ARTS THER	DC
	MSS - Reg Appt	SUPERVISORY PSYCHIATRIC NURSE	MD
	Career Service - Reg Appt	SUPERVISORY PSYCHIATRIC NURSE	DC
	MSS - Reg Appt	SUPERVISORY PSYCHIATRIC NURSE	MD
Dept of Corrections (62)	Career Service - Term Appt	CLERICAL ASSISTANT	MD
	Career Service - Term Appt	CLERICAL ASSISTANT	VA
	Career Service - Term Appt	CLERICAL ASSISTANT	VA
	Career Service - Term Appt	CLERICAL ASSISTANT	DC
	Career Service - Term Appt	CLERICAL ASSISTANT	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	DC
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	DC
	Career Service - Reg Appt	CORRECTIONAL OFFICER	DC
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	MD
	Career Service - Reg Appt	CORRECTIONAL OFFICER	VA

District Government Workforce New Hire Residency by Agency

	MSS - Reg Appt	SUPV CORRECTIONAL OFFICER	MD
Dept of Disability Svcs (19)	Career Service - Reg Appt	BUSINESS SERVICES TECHNICIAN	MD
	Career Service - Reg Appt	BUSINESS SERVICES TECHNICIAN	MD
	Career Service - Reg Appt	EMPLOYMENT COORDINATOR	MD
	Career Service - Reg Appt	HEALTH INSURANCE ANALYST	MD
	Career Service - Reg Appt	LEGISLATIVE AND POLICY ANALYST	DC
	Career Service - Reg Appt	REHABILITATION ASSISTANT	DC
	Career Service - Term Appt	SERVICE COORDINATOR I	VA
	Career Service - Reg Appt	SERVICE COORDINATOR I	MD
	Career Service - Reg Appt	SERVICE COORDINATOR I	MD
	Career Service - Reg Appt	SERVICE COORDINATOR I	MD
	Career Service - Reg Appt	SOCIAL INSURANCE ASSISTANT	MD
	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	MD
	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	MD
	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	MD
	Career Service - Reg Appt	SOCIAL INSURANCE SPECIALIST	MD
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	MD
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	DC
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	MD
	Career Service - Reg Appt	VOCATIONAL REHABILITATION SPEC	MD
Dept of Employment Services (112)	Career Service - Temp Appt	ADJUDICATION SPECIALIST	MD
	Career Service - Temp Appt	APPRENTICESHIP & TRAINING REP	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Reg Appt	AUDITOR	MD
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Reg Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	DC
	Career Service - Term Appt	CLERICAL ASSISTANT (OA)	MD
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Term Appt	HEARING EXAMINER	DC
	Career Service - Term Appt	HEARING EXAMINER	DC
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	INFORMATION TECHNOLOGY SPEC.	DC
Career Service - Temp Appt	INFORMATION TECHNOLOGY SPEC.	DC
Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	DC
Career Service - Term Appt	INFORMATION TECHNOLOGY SPECIAL	VA
Career Service - Reg Appt	INVESTIGATOR	VA
Career Service - Reg Appt	INVESTIGATOR	DC
Career Service - Reg Appt	INVESTIGATOR WORKER'S COMPENSA	DC
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 CLAIMS EXAMI	MD
Career Service - Term Appt	PAID FAMILY LEAVE CLAIMS EXAMI	DC
Career Service - Term Appt	PAID FAMILY LEAVE TAX EXAMINER	DC
Career Service - Reg Appt	PROGRAM ANALYST	MD
Career Service - Reg Appt	PROGRAM ANALYST	MD
Career Service - Temp Appt	PROGRAM ANALYST	MD
Career Service - Term Appt	PROGRAM ANALYST	MD
Career Service - Temp Appt	PROGRAM ANALYST	DC
Career Service - Term Appt	PROGRAM ANALYST	DC
Career Service - Term Appt	PROGRAM ANALYST	MD
Career Service - Temp Appt	PROGRAM ANALYST	DC
Career Service - Temp Appt	PROGRAM ANALYST	VA
Career Service - Reg Appt	PROGRAM ANALYST	DC
Career Service - Term Appt	PROGRAM ANALYST	MD
Career Service - Reg Appt	PROGRAM ANALYST	DC
Career Service - Reg Appt	PROGRAM ANALYST	VA
Career Service - Temp Appt	PROGRAM ANALYST	DC
Career Service - Reg Appt	PROGRAM ANALYST	DC
MSS - Reg Appt	PROGRAM MANAGER	DC
MSS - Reg Appt	PROGRAM MANAGER	DC
MSS - Reg Appt	PROGRAM MANAGER	MD
MSS - Reg Appt	PROGRAM MANAGER	DC
MSS - Reg Appt	PROGRAM MANAGER	MD
MSS - Temp Appt	PROGRAM MANAGER	MD
Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT (OA)	MD
Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
Career Service - Reg Appt	SAFETY & OCCUP HLTH SPEC	MD
Career Service - Reg Appt	SAFETY & OCCUP. HEALTH SPEC.	DC
Career Service - Term Appt	STAFF ASSISTANT	DC
Career Service - Term Appt	STAFF ASSISTANT	DC
Career Service - Term Appt	STAFF ASSISTANT	MD
Career Service - Temp Appt	STAFF ASSISTANT	MD

District Government Workforce New Hire Residency by Agency

MSS - Reg Appt	SUPERVISORY VALIDATION EXAMINE	MD
MSS - Reg Appt	SUPV UNEMP COMP CLAIMS EXAM	VA
MSS - Reg Appt	SUPVY UNEMP COMP CLAIMS EXAM.	VA
MSS - Reg Appt	SUPVY UNEMP COMP CLAIMS EXAM.	VA
MSS - Reg Appt	SUPVY UNEMP COMP CLAIMS EXAM.	MD
Career Service - Temp Appt	UNEMPLOY COMP CLAIMS EXAM	DC
Career Service - Term Appt	UNEMPLOY COMP CLAIMS EXAM	DC
Career Service - Term Appt	UNEMPLOY COMP CLAIMS EXAM	DC
Career Service - Temp Appt	UNEMPLOY COMP CLAIMS EXAM	DC
Career Service - Term Appt	UNEMPLOY COMP CLAIMS EXAM	MD
MSS - Reg Appt	UNEMPLOY. COMP. CLAIMS OFFICER	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 REP.	MD
Career Service - Term Appt	UNEMPLOYMENT CALL CENTER REP.	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION BUSI	MD
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION BUSI	MD
Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	MD
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Term Appt	UNEMPLOYMENT COMPENSATION CLAI	GA
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	MD
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	VA
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	DC
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	MD
Career Service - Temp Appt	UNEMPLOYMENT COMPENSATION CLAI	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Term Appt	PROGRAM ANALYST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	MD
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	MD
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	MD
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	VA
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	VA
	Career Service - Temp Appt	STUDENT TRAINEE (INTERN)	VA
	MSS - Reg Appt	SUPV ENVIRONMENTAL PROTECTION	MD
	MSS - Reg Appt	SUPV ENVIRONMENTAL PROTECTION	MD
Dept of For-Hire Vehicles (12)	Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
	MSS - Reg Appt	SAFE PASSAGE PROGRAM MANAGER	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	MD
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	MD
	Career Service - Term Appt	TRANSPORTATION ASSISTANT	DC
Dept of Forensic Sciences (39)	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	MD
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	VA
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	VA
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	DC
	Career Service - Reg Appt	BIOLOGICAL SCIENCE LABORATORY	VA
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	MD
	Career Service - Term Appt	BIOLOGICAL SCIENCE LABORATORY	MD
	Career Service - Reg Appt	CHEMIST	VA
	Career Service - Reg Appt	CHEMIST	VA
	Career Service - Term Appt	CHEMIST	MD
	Career Service - Term Appt	CHEMIST	VA
	Career Service - Reg Appt	FORENSIC SCIENTIST (CRIME SCEN	MD
	Career Service - Reg Appt	FORENSIC SCIENTIST (CRIME SCEN	DC
	Career Service - Reg Appt	FORENSIC SCIENTIST (CRIME SCEN	VA
	Career Service - Reg Appt	FORENSIC SCIENTIST (CRIME SCEN	VA
	Career Service - Term Appt	FORENSIC SCIENTIST (DNA)	MD
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	DC

District Government Workforce New Hire Residency by Agency

	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Term Appt	HEALTH TECHNICIAN	DC
	Career Service - Term Appt	HEALTH TECHNICIAN	DC
	Career Service - Term Appt	HEALTH TECHNICIAN	DC
	Career Service - Term Appt	INFORMATION TECHNOLOGY SPECIAL	DC
	Career Service - Term Appt	LABORATORY & EPIDEMIOLOGY COOR	VA
	Career Service - Reg Appt	MANAGEMENT AND PROGRAM ANALYST	DC
	Career Service - Term Appt	MANAGEMENT AND PROGRAM ANALYST	DC
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	VA
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	MEDICAL TECHNOLOGIST	MD
	Career Service - Term Appt	QUALITY ASSURANCE SPECIALIST	VA
	MSS - Reg Appt	SAFETY & OCCUP. HLTH. MANAGER	DC
	Career Service - Term Appt	STAFF ASSISTANT	MD
	Career Service - Term Appt	TRAINING SPECIALIST	MD
Dept of General Services (20)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Reg Appt	CONTRACT SPECIALIST	MD
	Career Service - Term Appt	ENGINEERING EQUIPMENT OPERATOR	MD
	Career Service - Term Appt	MAINTENANCE WORKER (CUSTODIAN)	DC
	Career Service - Term Appt	MAINTENANCE WORKER (CUSTODIAN)	DC
	Career Service - Term Appt	MAINTENANCE WORKER (CUSTODIAN)	DC
	Career Service - Term Appt	MAINTENANCE WORKER (GROUNDS)	DC
	Career Service - Term Appt	MAINTENANCE WORKER (GROUNDS)	MD
	Career Service - Term Appt	MANAGEMENT ANALYST	MD
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROJECT MANAGER	MD
	Career Service - Reg Appt	PROJECT MANAGER	VA
	Career Service - Reg Appt	PROJECT MANAGER	VA
	Career Service - Reg Appt	REALTY SPECIALIST	MD
	Career Service - Term Appt	SECURITY ASSISTANT	MD
	Career Service - Reg Appt	SPECIAL ASSISTANT	DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
Dept of Health (70)	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	MSS - Reg Appt	BUREAU CHIEF	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	CLERICAL ASSISTANT	DC
Career Service - Temp Appt	CLERICAL ASSISTANT	DC
Career Service - Temp Appt	CLERICAL ASSISTANT	MD
Career Service - Temp Appt	CLERICAL ASSISTANT	MD
Career Service - Temp Appt	CLERICAL ASSISTANT	VA
Career Service - Term Appt	CLERICAL ASSISTANT	MD
Career Service - Term Appt	CLINICAL QUALITY IMPROVEMENT S	DC
Career Service - Term Appt	DATA ANALYST	MD
Career Service - Term Appt	DATA ANALYST	MD
Career Service - Term Appt	DATA ANALYST	MD
Career Service - Term Appt	DATA ANALYST	MD
Career Service - Term Appt	DATA ANALYST	VA
Career Service - Term Appt	DATA ANALYST	MD
Legal Service - Reg Appt	DEPUTY GENERAL COUNSEL	MD
Career Service - Term Appt	EMERGENCY MANAGEMENT SPECIALIS	VA
Career Service - Reg Appt	EMERGENCY MANAGEMENT SPECIALIS	DC
Career Service - Term Appt	EMERGENCY MANAGEMENT SPECIALIS	DC
Career Service - Term Appt	EPIDEMIOLOGIST	DC
Career Service - Term Appt	EPIDEMIOLOGIST	VA
Career Service - Term Appt	EPIDEMIOLOGIST	MD
Career Service - Term Appt	EPIDEMIOLOGIST	DC
Career Service - Term Appt	EPIDEMIOLOGIST	MD
Career Service - Term Appt	EPIDEMIOLOGIST	VA
Career Service - Term Appt	EPIDEMIOLOGIST	VA
Career Service - Term Appt	EPIDEMIOLOGIST	DC
Career Service - Term Appt	EPIDEMIOLOGIST	VA
Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	MD
Career Service - Reg Appt	HEALTH INFORMATICS SPECIALIST	VA
Career Service - Reg Appt	HLTH SRVS PGM SPEC	MD
MSS - Reg Appt	HUMAN RESOURCES OFFICER III	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	DC
Career Service - Term Appt	INVESTIGATOR	MD
Career Service - Term Appt	INVESTIGATOR	MD
Career Service - Term Appt	LEAD INVESTIGATOR	DC
Career Service - Term Appt	LEAD INVESTIGATOR	DC
Career Service - Term Appt	LEAD INVESTIGATOR	DC
Career Service - Reg Appt	LICENSING ASSISTANT	DC
Career Service - Reg Appt	NURSE SPECIALIST I	DC
Career Service - Term Appt	NURSE SPECIALIST I	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Term Appt	PROGRAM COORDINATOR	MD
	MSS - Temp Appt	PROGRAM MANAGER	DC
	MSS - Temp Appt	PROGRAM MANAGER	DC
	Career Service - Temp Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	PROGRAM MANAGER	MD
	MSS - Reg Appt	PROGRAM MANAGER	MD
	MSS - Reg Appt	PROGRAM MANAGER	VA
	MSS - Reg Appt	PROGRAM MANAGER	MD
	Career Service - Term Appt	PROGRAM SPECIALIST	DC
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	MD
	Career Service - Temp Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Term Appt	PUBLIC HEALTH ADVISOR	MD
	Career Service - Term Appt	PUBLIC HEALTH ADVISOR	MD
	Career Service - Term Appt	PUBLIC HEALTH ADVISOR	DC
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	DC
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	DC
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	VA
	Career Service - Term Appt	PUBLIC HEALTH ANALYST	VA
	Career Service - Reg Appt	SANITARIAN	DC
	Excepted Service - Reg Appt	SENIOR DEPUTY DIRECTOR	DC
	Career Service - Reg Appt	STAFF ASSISTANT	DC
	Career Service - Term Appt	STATISTICAL ASSISTANT	MD
	MSS - Reg Appt	SUPERVISORY NURSE COORDINATOR	MD
	MSS - Reg Appt	SUPERVISORY PUBLIC HEALTH ANAL	DC
	MSS - Reg Appt	TRAINING & ORGANIZATIONAL DEVE	MD
	Career Service - Reg Appt	VISUAL INFORMATION SPECIALIST	MD
Dept of Health Care Finance (22)	Legal Service - Reg Appt	ATTORNEY ADVISOR	CO
	Career Service - Reg Appt	BEHAVIORAL HEALTH COORDINATOR	DC
	Career Service - Reg Appt	DATA ANALYST	DC
	Career Service - Reg Appt	DATA ANALYST	DC
	Career Service - Reg Appt	FINANCIAL MANAGEMENT ANALYST	MD
	Career Service - Reg Appt	INFORMATION & PRIVACY OFFICER	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	VA
	Career Service - Reg Appt	MANAGEMENT ANALYST	DC
	Career Service - Reg Appt	MANAGEMENT ANALYST	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	MD
	Career Service - Reg Appt	POLICY ANALYST	DC
	Career Service - Reg Appt	PROGRAM COORDINATOR	DC
	MSS - Reg Appt	PROGRAM MANAGER	DC
	Career Service - Reg Appt	PROGRAM SPECIALIST	GA
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Reg Appt	PROJECT MANAGER	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	PROJECT MANAGER	MD
	Career Service - Temp Appt	STUDENT INTERN	MD
	Career Service - Temp Appt	STUDENT INTERN	VA
	MSS - Reg Appt	SUPERVISORY POLICY ANALYST	MD
Dept of Human Resources (5)	Career Service - Term Appt	COMPLIANCE SPECIALIST	DC
	Career Service - Term Appt	HR SPEC (RECRUIT & PLACEMENT)	MD
	Career Service - Term Appt	HR SPEC (RECRUIT & PLACEMENT)	MD
	Career Service - Term Appt	HR SPECIALIST (EMP. BENEFITS)	DC
	Career Service - Term Appt	HR SPECIALIST (INFORMATION SYS	DC
Dept of Human Services (58)	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Reg Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	DC
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Reg Appt	DATA SCIENTIST	DC
	Career Service - Reg Appt	DATA SCIENTIST	DC
	Career Service - Reg Appt	DATA SCIENTIST	MD
	MSS - Reg Appt	DEPUTY ADMIN., HOMELESS SVCS.	DC
	MSS - Reg Appt	FAMILY SERVICES ADMINISTRATOR	DC
	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	MD
	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	DC
	Career Service - Term Appt	HOMELESS COORDINATOR	DC
	Career Service - Term Appt	HUMAN RESOURCES SPECIALIST	DC
	Career Service - Reg Appt	IT SPECIALIST (SYSTEM ANALYSIS	VA
	Career Service - Reg Appt	IT SPECIALIST (SYSTEM ANALYSIS	MD
	Career Service - Reg Appt	MANAGEMENT ANALYST	VA
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	MSS - Reg Appt	PROGRAM MANAGER	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	VA
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	DC
	Career Service - Reg Appt	SOCIAL SERVICE REPRESENTATIVE	MD
	Career Service - Reg Appt	SOCIAL WORKER	DC
	Career Service - Reg Appt	SOCIAL WORKER	DC
	MSS - Term Appt	SUPERVISORY CASE MANAGER	MD
	MSS - Reg Appt	SUPERVISORY INVESTIGATOR	MD
	MSS - Reg Appt	SUPERVISORY PROGRAM MONITOR	MD
	MSS - Reg Appt	SUPV MGMT AND PROGRAM ANALYST	MD
Dept of Insurance, Securities and Bank (5)	Career Service - Reg Appt	BANK EXAMINER	MD
	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
	MSS - Reg Appt	DIRECTOR, COMPLIANCE ANALYSIS	DC
	Career Service - Reg Appt	FINANCIAL EXAMINER	MD
	Career Service - Reg Appt	INSURANCE FRAUD INVESTIGATOR	DC
	MSS - Reg Appt	MARKET COMPLIANCE EXAMINATIONS	MD
Dept of Motor Vehicles (25)	Career Service - Term Appt	APPEALS BOARD MEMBER	DC
	Career Service - Reg Appt	DRIVER LICENSE EXAMINER (COMME	VA
	Career Service - Reg Appt	DRIVER LICENSE EXAMINER (COMME	VA
	Career Service - Reg Appt	IT SPEC (APPLICATION SOFTWARE)	DC
	Career Service - Term Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Term Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Term Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Term Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC
	Career Service - Reg Appt	LEGAL INSTRUMENT EXAMINER (DMV	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	VA
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Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	VA
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	VA
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	FL
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Reg Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	FL
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	DC	
Career Service - Temp Appt	PARKS AND RECREATION SUMMER WO	MD	
Career Service - Reg Appt	PERMITS OFFICER	VA	
Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC	
Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC	
Career Service - Term Appt	PUBLIC AFFAIRS SPECIALIST	DC	
Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC	
Career Service - Reg Appt	ROVING LEADER (OUTREACH COORDI	DC	
Career Service - Reg Appt	ROVING LEADER (OUTREACH COORDI	DC	
Dept of Public Works (227)	MSS - Reg Appt	ADMINISTRATIVE OFFICER	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	Career Service - Temp Appt	CLERK	DC
	MSS - Reg Appt	DIRECT MAINTENANCE/REPAIR MANA	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 EQUIP MECHANIC	MD
	Career Service - Reg Appt	IT SPECIALIST	VA
	Career Service - Temp Appt	MOTOR VEHICLE OPERATOR	DC

District Government Workforce New Hire Residency by Agency

Dept of Youth Rehabilitation Svcs (25)	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	MD	
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD	
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	VA	
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD	
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD	
	Career Service - Reg Appt	HUMAN RESOURCES SPECIALIST	MD	
	Career Service - Reg Appt	MAINTENANCE WORKER	DC	
	Career Service - Reg Appt	MANAGEMENT ANALYST	DC	
	Career Service - Reg Appt	MENTAL HEALTH SPECIALIST	MD	
	Career Service - Reg Appt	WORKFORCE DEVELOPMENT SPEC.	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	VA	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	MD	
	Career Service - Reg Appt	YOUTH DEVELOPMENT REPRESENTATI	DC	
	Deputy Mayor for Education (9)	Career Service - Reg Appt	DATA ANALYST	MD
		Excepted Service - Reg Appt	DIRECTOR OF LEGISLATIVE & GOVE	DC
		Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	DC
Career Service - Reg Appt		POLICY ANALYST	DC	
Excepted Service - Temp Appt		POLICY ANALYST	MD	
Career Service - Term Appt		PROGRAM ANALYST	DC	
Career Service - Reg Appt		STAFF ASSISTANT	MD	
MSS - Reg Appt		WORKFORCE INVESTMENT MANAGER (DC	
MSS - Reg Appt		WORKFORCE INVESTMENT MANAGER (VA	
Deputy Mayor of Operations and Infrastructure (1)	Career Service - Reg Appt	POLICY ADVISOR	DC	
District Dept of Transportation (51)	MSS - Reg Appt	CHIEF INFORMATION OFFICER	VA	
	MSS - Reg Appt	CITY-WIDE PROGRAM SUPPORT SUPV	VA	
	Career Service - Reg Appt	CIVIL ENGINEER	DC	
	Career Service - Reg Appt	CONSTRUCTION CONTROL REP (MAIN	MD	

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	NJ
Career Service - Reg Appt	FIREFIGHTER EMT	NJ
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	NJ
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	MD
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 EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	VA
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	MD
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER EMT	DC
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	DC
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	WV
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	DE
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	DC
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	WV
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	DC
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	VA
Career Service - Reg Appt	FIREFIGHTER PARAMEDIC	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIP MECH	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIP MECHANIC	DC
Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
Career Service - Reg Appt	HEAVY MOBILE EQUIPMENT REPAIRE	MD
Career Service - Reg Appt	MAINTENANCE MECHANIC	MD
Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
Career Service - Reg Appt	PARAMEDIC FIREFIGHTER	DC
Career Service - Reg Appt	PARAMEDIC FIREFIGHTER	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	PARAMEDIC FIREFIGHTER	MD
	Career Service - Reg Appt	PARAMEDIC FIREFIGHTER	VA
	Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT	DC
	Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT	MD
Health Benefit Exchange Authority (11)	MSS - Reg Appt	ASSOCIATE DIRECTOR OF BUSINESS	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	CASE MANAGER	MD
	Career Service - Term Appt	COMMUNITY OUTREACH SPECIALIST	VA
	MSS - Reg Appt	ELIGIBILITY & ENROLLMENT MANAG	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	DC
	MSS - Reg Appt	PROGRAM MANAGER	MA
	Legal Service - Reg Appt	SUPERVISORY ATTORNEY ADVISOR	DC
Homeland Security & Emergency Mgmt Agency (13)	Career Service - Term Appt	EMERGENCY OPERATIONS&INFO SPEC	VA
	Career Service - Term Appt	EMERGENCY PLANNING SPECIALIST	DC
	Career Service - Term Appt	EMERGENCY PLANNING SPECIALIST	MD
	Career Service - Term Appt	FUSION INTELLIGENCE ANALYST	VA
	Career Service - Term Appt	FUSION INTELLIGENCE ANALYST	VA
	Career Service - Term Appt	FUSION INTELLIGENCE ANALYST	DC
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	MD
	Career Service - Term Appt	GRANTS MANAGEMENT SPECIALIST	VA
	Career Service - Term Appt	INFORMATION COLLECTION (IC3) W	MD
	Career Service - Term Appt	POLICY ADVISOR	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	MSS - Reg Appt	SUPERVISORY INTELLIGENCE ANALY	VA
Judicial Nomination Commission (1)	Excepted Service - Reg Appt	EXECUTIVE DIRECTOR	DC
Lottery & Charitable Games (8)	Career Service - Reg Appt	ACCOUNTANT	MD
	Career Service - Reg Appt	COMPLIANCE AUDITOR	VA
	Career Service - Reg Appt	COMPLIANCE AUDITOR	VA
	Career Service - Temp Appt	EXECUTIVE ADVISOR, OLG	MA
	Career Service - Reg Appt	EXECUTIVE DIRECTOR- OFFICE OF	DC
	Career Service - Reg Appt	FINANCIAL AUDITOR	VA
	Career Service - Reg Appt	ILOTTERY PRODUCT MANAGER	DC
	Career Service - Reg Appt	STAFF ASSISTANT	MD
Mayor's Office of Planning & Econ Dev (4)	Legal Service - Reg Appt	ATTORNEY ADVISOR	VA
	Career Service - Term Appt	DEVELOPMENT MANAGER	VA
	Career Service - Term Appt	DEVELOPMENT MANAGER	DC
	Excepted Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC

District Government Workforce New Hire Residency by Agency

Metropolitan Police Department (93)	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	ACCOUNTS PAYABLE TECHNICIAN	DC
	Career Service - Reg Appt	ATTORNEY ADVISOR	MD
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	VA
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	VA
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	DC
	Career Service - Reg Appt	CRIMINAL RESEARCH SPECIALIST	VA
	Career Service - Reg Appt	DATA SCIENTIST	DC
	Career Service - Reg Appt	DATA SCIENTIST	DC
	Career Service - Reg Appt	DIRECTOR, EMPLOYEE WELLBEING S	VA
	Career Service - Reg Appt	EXECUTIVE ASSISTANT CHIEF OF P	DC
	Career Service - Reg Appt	FINANCIAL MANAGER	MD
	Career Service - Reg Appt	FOIA SPECIALIST	MD
	Career Service - Temp Appt	LEAD GUN CRIME STRATEGY SPECIA	MD
	Career Service - Reg Appt	LIEUTENANT	VA
	Career Service - Reg Appt	MARINE MACHINERY MECHANIC	VA
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	DC
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	DC
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	DC
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	MD
	Career Service - Reg Appt	OFFICER	VA
	Career Service - Reg Appt	OFFICER	DC

District Government Workforce New Hire Residency by Agency

Career Service - Reg Appt	OFFICER	VA
Career Service - Reg Appt	OFFICER	MD
Career Service - Reg Appt	OFFICER	VA
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
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Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Career Service - Term Appt	POLICE CADET	DC
Excepted Service - Reg Appt	PROGRAM MANAGER (GUN VIOLENCE	DC
Career Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	VA
Career Service - Term Appt	SENIOR POLICE OFFICER	DC
Career Service - Term Appt	SENIOR POLICE OFFICER	MD
Career Service - Term Appt	SENIOR POLICE OFFICER	MD
Career Service - Term Appt	SENIOR POLICE OFFICER	DC
Career Service - Term Appt	SENIOR POLICE OFFICER	MD
Career Service - Temp Appt	SENIOR POLICE OFFICER	VA
Career Service - Term Appt	SENIOR POLICE OFFICER	MD
Career Service - Term Appt	SENIOR POLICE OFFICER	MD
Career Service - Term Appt	SENIOR SERGEANTS	MD
Career Service - Term Appt	SENIOR SERGEANTS	MD
Career Service - Term Appt	SENIOR SERGEANTS	DC
Career Service - Reg Appt	STAFF ASSISTANT	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Term Appt	STAFF ASSISTANT	DC
	MSS - Reg Appt	SUPERVISORY CRIMINAL RESEARCH	MD
	Career Service - Reg Appt	VICTIM SPECIALIST	VA
	Career Service - Reg Appt	VISUAL INFORMATION SPECIALIST	DC
	Career Service - Reg Appt	VISUAL INFORMATION SPECIALIST	MD
Neighborhood Safety and Engage (8)	Career Service - Reg Appt	OUTREACH SPECIALIST	DC
	Career Service - Temp Appt	OUTREACH SPECIALIST	DC
	Career Service - Reg Appt	OUTREACH SPECIALIST	DC
	Career Service - Temp Appt	OUTREACH SPECIALIST	MD
	Career Service - Temp Appt	OUTREACH SPECIALIST	DC
	Career Service - Reg Appt	OUTREACH SPECIALIST	DC
	Career Service - Reg Appt	OUTREACH SPECIALIST	DC
	MSS - Reg Appt	PROGRAM MANAGER	MD
Ofc Chief Financial Officer (56)	Career Service - Reg Appt	ACCOUNTANT	MD
	Career Service - Reg Appt	ACCOUNTANT	MD
	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Reg Appt	ACCOUNTANT	VA
	Career Service - Term Appt	ACCOUNTANT (CAPITAL ASSETS)	DC
	Career Service - Reg Appt	ACCOUNTING TECHNICIAN	VA
	Career Service - Reg Appt	ACCOUNTS PAYABLE TECHNICIAN	MD
	Career Service - Reg Appt	APPRAISER	MD
	Career Service - Reg Appt	ASSESSMENT TECHNICIAN	MD
	Career Service - Reg Appt	ASSOCIATE GENERAL COUNSEL (PUB	NJ
	Career Service - Reg Appt	ASST GEN COUNSEL	DC
	Career Service - Reg Appt	AUDITOR (TAX)	MD
	Career Service - Reg Appt	BUDGET ANALYST	MD
	Career Service - Reg Appt	BUDGET ANALYST	VA
	Career Service - Reg Appt	BUDGET ANALYST	MD
	Career Service - Reg Appt	BUDGET TECHNICIAN	DC
	Career Service - Reg Appt	BUSINESS ANALYST	OH
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	VA
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Reg Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Reg Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Temp Appt	CUSTOMER SERVICE TAX SPECIALIS	MD
	Career Service - Reg Appt	DEBT POLICY ADVISOR	VA
	Career Service - Reg Appt	DIRECTOR OF SALES	MD
	Career Service - Reg Appt	DIRECTOR, INFRASTRUCTURE SERVI	MD
	Career Service - Reg Appt	DIRECTOR, IT OPERATIONS (PMO &	PA
	Career Service - Temp Appt	FINANCIAL MANAGER	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	HR PROGRAM MANAGER, EMPLOYEE/L	MD
	Career Service - Reg Appt	HR SPECIALIST, EMPLOYEE BENEFI	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY MANAGER	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY MANAGER	DE
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	MD
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	VA
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	VA
	Career Service - Temp Appt	IT PROJECT COORDINATOR	VA
	Career Service - Reg Appt	IT PROJECT LIAISON	MD
	Career Service - Reg Appt	LEAD PAYROLL TECHNICIAN	MD
	Career Service - Reg Appt	LEGAL INSTRUMENTS EXAMINER	MD
	Career Service - Reg Appt	POLICY ANALYST	DC
	Career Service - Reg Appt	RETURNS PROCESSING ASSISTANT	MD
	Career Service - Reg Appt	REVENUE OFFICER	VA
	Career Service - Term Appt	RISK ANALYST	MD
	Career Service - Reg Appt	SENIOR REVENUE OFFICER	VA
	Career Service - Reg Appt	STAFF ASSISTANT	DC
	Career Service - Reg Appt	STAFF ASSISTANT	DC
	Career Service - Reg Appt	SUPERVISORY CUSTOMER SERVICE T	NC
	Career Service - Reg Appt	SUPERVISORY REVENUE OFFICER	PA
	Career Service - Reg Appt	SUPERVISORY REVENUE OFFICER	PA
	Career Service - Reg Appt	TAX EXAMINING TECHNICIAN	DC
	Career Service - Reg Appt	UNCLAIMED PROPERTY SPECIALIST	DC
	Career Service - Reg Appt	UNCLAIMED PROPERTY SPECIALIST	MD
	Career Service - Reg Appt	UNCLAIMED PROPERTY SPECIALIST	MD
	Career Service - Reg Appt	UNIT MANAGER	MD
Ofc Finance & Resource Mgmt (1)	Career Service - Reg Appt	BUDGET ANALYST	NC
Ofc of Cable Television (4)	Career Service - Temp Appt	EVENTS PROGRAM COORDINATOR	MD
	Career Service - Term Appt	PRODUCER	VA
	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT (OA)	MD
	Career Service - Temp Appt	SPECIAL ASSISTANT	DC
Ofc of Campaign Finance (1)	Career Service - Reg Appt	AUDITOR	DC
Ofc of Disability Rights (1)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
Ofc of Employee Appeals (1)	Career Service - Reg Appt	SENIOR ADMINISTRATIVE ASSISTAN	MD
Ofc of Film, Television & Ent. (1)	Career Service - Term Appt	EVENTS PROGRAM SPECIALIST	DC
Ofc of Human Rights (9)	Career Service - Reg Appt	ADMINISTRATIVE LAW JUDGE	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Executive Service - Reg Appt	DIRECTOR, OFC OF HUMAN RIGHTS	DC
	Career Service - Term Appt	EQUAL OPPORTUNITY SPECIALIST	MD
	Career Service - Term Appt	EQUAL OPPORTUNITY SPECIALIST	MD
	Career Service - Term Appt	EQUAL OPPORTUNITY SPECIALIST	NC

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	PROGRAM ANALYST	DC
	MSS - Reg Appt	PROGRAM MANAGER	DC
	MSS - Reg Appt	SUPERVISORY EQUAL OPPORTUNITY	DC
Ofc of Planning (2)	MSS - Reg Appt	ASSOCIATE DIRECTOR FOR URBAN D	MD
	Career Service - Reg Appt	COMMUNITY PLANNER (URBAN DESIG	DC
Ofc of Police Complaints (5)	Career Service - Reg Appt	CLERICAL ASSISTANT	VA
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	INVESTIGATOR	MD
	Career Service - Reg Appt	RESEARCH ANALYST	DC
Ofc of Risk Management (14)	Legal Service - Term Appt	ATTORNEY ADVISOR	MD
	Career Service - Term Appt	IT SPEC (APPLICATION SOFTWARE)	VA
	Career Service - Term Appt	PROGRAM ANALYST	DC
	MSS - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM ANALYST	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	MD
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	VA
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	MD
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	MD
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	MD
	Career Service - Term Appt	WORKERS' COMP CLAIMS EXAMINER	MD
Ofc of State Superintendent (34)	Career Service - Reg Appt	ACCOUNTANT	MD
	Educational Service - Reg Appt	ASSESSMENT SPECIALIST	DC
	Educational Service - Reg Appt	COMMUNITY RELATIONS SPECIALIST	MD
	Educational Service - Reg Appt	COMPLIANCE SPECIALIST	VA
	Educational Service - Reg Appt	CUSTOMER SERVICE REPRESENTATIV	MD
	MSS - Reg Appt	DIRECTOR OF FEDERAL PROGRAMS A	DC
	MSS - Reg Appt	DIRECTOR OPERATIONAL MGMT	DC
	Educational Service - Reg Appt	EARLY INTERVENTION SERVICE COO	DC
	Educational Service - Reg Appt	EARLY INTERVENTION SERVICE COO	VA
	Educational Service - Reg Appt	EARLY INTERVENTION SERVICE COO	VA
	Educational Service - Reg Appt	EDUCATION RESEARCH ANALYST	DC
	Educational Service - Reg Appt	EDUCATION RESEARCH ANALYST	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	EDUCATION RESEARCH ANALYST	DC	
Educational Service - Reg Appt	EDUCATION RESEARCH ANALYST	DC	
Educational Service - Reg Appt	FINANCIAL PROGRAMS ANALYST	MD	
Legal Service - Reg Appt	GENERAL COUNSEL	DC	
Educational Service - Reg Appt	HUMAN RESOURCES SPECIALIST	DC	
Educational Service - Reg Appt	IT SPECIALIST	WV	
Educational Service - Reg Appt	IT SPECIALIST (DATA MGMT)	MD	
Educational Service - Term App	MANAGEMENT ANALYST	DC	
Educational Service - Term App	MANAGEMENT ANALYST	DC	
Educational Service - Term App	MANAGEMENT ANALYST	NC	
Educational Service - Reg Appt	MANAGEMENT ANALYST	DC	
Educational Service - Reg Appt	MANAGEMENT ANALYST	DC	
Educational Service - Reg Appt	MANAGEMENT ANALYST	MD	
Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC	
Educational Service - Reg Appt	POLICY ANALYST	DC	
Educational Service - Reg Appt	PROGRAM ANALYST	MD	
Educational Service - Term App	PROGRAM ANALYST	MD	
Educational Service - Reg Appt	PROGRAM ANALYST	DC	
MSS - Reg Appt	PROGRAM MANAGER	MD	
Educational Service - Reg Appt	SPECIAL ASSISTANT	DC	
Executive Service - Reg Appt	STATE SUPERINTENDENT OF EDUCAT	DC	
MSS - Reg Appt	SUPVY EARLY INTERVENTION SPEC.	DC	
Ofc of the Attorney General (387)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Excepted Service - Temp Appt	COMMUNICATIONS SPECIALIST	DC
	Excepted Service - Reg Appt	COMMUNICATIONS SPECIALIST	VA

District Government Workforce New Hire Residency by Agency

Excepted Service - Reg Appt	COMMUNICATIONS SPECIALIST	DC
Excepted Service - Reg Appt	DIGITAL DIRECTOR	DC
Excepted Service - Reg Appt	DIRECTOR OF COMMUNICATIONS	DC
Career Service - Term Appt	INFORMATION TECHNOLOGY SPECIAL	MD
Career Service - Reg Appt	INVESTIGATOR	MD
Career Service - Temp Appt	LAW CLERK	MD
Career Service - Temp Appt	LAW CLERK	VA
Career Service - Temp Appt	LAW CLERK	DC
Career Service - Temp Appt	LAW CLERK	DC
Career Service - Reg Appt	LAW CLERK	DC
Career Service - Reg Appt	LEGAL ASST	VA
Career Service - Reg Appt	PARALEGAL SPEC	MD
Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
Career Service - Reg Appt	PARALEGAL SPECIALIST	MD
Career Service - Term Appt	PROGRAM SPECIALIST	MD
Career Service - Term Appt	PROGRAM SPECIALIST	DC
Career Service - Reg Appt	PROGRAM SPECIALIST	VA
Career Service - Reg Appt	PROGRAM SUPPORT ASSISTANT (OA)	DC
Career Service - Reg Appt	RISK MANAGER	VA
Career Service - Reg Appt	SOCIAL WORKER	MD
Career Service - Term Appt	SOCIAL WORKER	MD
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	AZ
Career Service - Temp Appt	STUDENT INTERN	VA
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	FL
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	TX
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	CT
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	NY
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	VA
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Reg Appt	STUDENT INTERN	NY
Career Service - Temp Appt	STUDENT INTERN	CA
Career Service - Reg Appt	STUDENT INTERN	VA
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	FL
Career Service - Temp Appt	STUDENT INTERN	NY
Career Service - Temp Appt	STUDENT INTERN	NJ
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	VA
Career Service - Temp Appt	STUDENT INTERN	TN
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	VA
Career Service - Temp Appt	STUDENT INTERN	TX
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	MD
Career Service - Temp Appt	STUDENT INTERN	NJ
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Temp Appt	STUDENT INTERN	DC
Career Service - Reg Appt	STUDENT INTERN	FL
Career Service - Temp Appt	STUDENT INTERN	VA
Legal Service - Reg Appt	SUPERVISOR TRIAL ATTORNEY	NY
MSS - Reg Appt	SUPERVISORY CASE MANAGEMENT SP	VA
Legal Service - Reg Appt	SUPERVISORY TRIAL ATTORNEY	DC
Legal Service - Reg Appt	SUPERVISORY TRIAL ATTORNEY	MD
Legal Service - Term Appt	TRIAL ATTORNEY	VA
Legal Service - Reg Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	VA
Legal Service - Term Appt	TRIAL ATTORNEY	CA
Legal Service - Term Appt	TRIAL ATTORNEY	NY
Legal Service - Term Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	VA
Legal Service - Term Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	DC
Legal Service - Term Appt	TRIAL ATTORNEY	VA
Legal Service - Term Appt	TRIAL ATTORNEY	VA

District Government Workforce New Hire Residency by Agency

	Legal Service - Term Appt	TRIAL ATTORNEY	OR
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Term Appt	TRIAL ATTORNEY	DC
	Career Service - Temp Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Reg Appt	TRIAL ATTORNEY	VA
	Career Service - Reg Appt	TRIAL ATTORNEY	MD
	Legal Service - Reg Appt	TRIAL ATTORNEY	DC
	Legal Service - Term Appt	TRIAL ATTORNEY	DC
	Legal Service - Term Appt	TRIAL ATTORNEY	CA
	Career Service - Term Appt	VICTIM/WITNESS PROGRAM SPECIAL	MD
Ofc of the Auditor (5)	Career Service - Reg Appt	AUDITOR	VA
	Excepted Service - Reg Appt	CHIEF OF STAFF	DC
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Term Appt	PROGRAM ANALYST	VA
	Career Service - Reg Appt	SENIOR AUDITOR	NC
Ofc of the Chief Medical Exam'r (12)	Career Service - Temp Appt	DATA ANALYST	DC
	Career Service - Temp Appt	DATA ANALYST	MD
	MSS - Reg Appt	DEP CHIEF TOXICOLOGIST	VA
	Career Service - Temp Appt	EMERGENCY PLANNING SPECIALIST	MD
	Career Service - Reg Appt	FORENSIC AUTOPSY ASSISTANT	DC
	Career Service - Reg Appt	FORENSIC AUTOPSY ASSISTANT	MD
	Career Service - Reg Appt	FORENSIC AUTOPSY TRANSPORT TEC	DC
	Career Service - Reg Appt	FORENSIC AUTOPSY TRANSPORT TEC	MD
	Career Service - Temp Appt	FORENSIC TOXICOLOGIST	DC
	Career Service - Temp Appt	INVESTIGATOR	PA
	Career Service - Term Appt	IT SPECIALIST (CUSTOMER SUPPOR	MD
	Career Service - Reg Appt	MEDICAL OFFICER (MEDICAL EXAMI	DC

District Government Workforce New Hire Residency by Agency

Ofc of the Chief Technology Officer (7)	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	DC
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	DC
	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPEC.	VA
	Career Service - Reg Appt	IT BUSINESS ANALYST	VA
	Career Service - Reg Appt	IT SPECIALIST	MD
	MSS - Reg Appt	SUPERVISORY IT SPECIALIST	MD
	MSS - Reg Appt	SUPERVISORY IT SPECIALIST	VA
Ofc of the City Administrator (4)	Excepted Service - Reg Appt	BUDGET ANALYST	DC
	Excepted Service - Reg Appt	BUDGET ANALYST	DC
	Career Service - Reg Appt	CIVIC DESIGN RESEARCHER	DC
	Career Service - Reg Appt	PERFORMANCE AND DATA ANALYST	DC
Ofc of the Deputy Mayor for Health and Human Svcs (1)	MSS - Reg Appt	PROGRAM MANAGER (ENCAMPMENT RE	MD
Ofc of the Inspector General (4)	Career Service - Term Appt	AUDITOR	VA
	Career Service - Reg Appt	CRIMINAL INVEST	VA
	Career Service - Reg Appt	FINANCIAL ANALYST	MD
	MSS - Reg Appt	SUPVY CONTRACT SPECIALIST	DC
Ofc of the Mayor (24)	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Excepted Service - Reg Appt	ASSOCIATE DIRECTOR	DC
	Executive Service - Reg Appt	ASSOCIATE GENERAL COUNSEL	DC
	Excepted Service - Reg Appt	ATTORNEY ADVISOR	DC
	Excepted Service - Reg Appt	COMMUNITY OUTREACH ASSISTANT	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE ASSISTANT	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
	Excepted Service - Reg Appt	OUTREACH AND SERVICE ASSISTANT	DC
	Excepted Service - Reg Appt	OUTREACH AND SERVICES SPECIALI	DC
	Career Service - Term Appt	PROGRAM SUPPORT SPECIALIST	DC
	Excepted Service - Reg Appt	PUBLIC AFFAIRS SPECIALIST	DC
	Excepted Service - Reg Appt	PUBLIC INFORMATION OFFICER	DC
	Excepted Service - Reg Appt	SPECIAL ASSISTANT	DC
	Excepted Service - Reg Appt	STAFF ASSISTANT	DC
Ofc of the People's Counsel (3)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	DC
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	DC
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	MD
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	MD
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	DC
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	DC
	Career Service - Reg Appt	TELECOMMUNICATIONS EQUIPMENT O	DC
	MSS - Reg Appt	TRAINING AND ORGANIZATIONAL DE	DC
	Career Service - Temp Appt	TRAINING SPECIALIST	VA
Ofc of Zoning (3)	Legal Service - Reg Appt	ATTORNEY ADVISOR	DC
	Career Service - Reg Appt	ZONING SPECIALIST	DC
	Career Service - Reg Appt	ZONING SPECIALIST	DC
Ofc on Latino Affairs (2)	Excepted Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST (DC
	Career Service - Term Appt	STAFF ASSISTANT	DC
Ofc Victim Serv. & Justice Grants (3)	Career Service - Reg Appt	GRANTS MANAGEMENT SPECIALIST	MD
	Career Service - Reg Appt	PROGRAM ANALYST	DC
	Career Service - Reg Appt	TRAINING SPECIALIST	VA
Office of Administrative Hearing (22)	Excepted Service - Reg Appt	ADMINISTRATIVE LAW JUDGE	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE LAW JUDGE	DC
	Excepted Service - Reg Appt	ADMINISTRATIVE LAW JUDGE	DC
	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	VA
	MSS - Reg Appt	DEPUTY CLERK OF THE COURT	DC
	Career Service - Term Appt	LAW CLERK	DC
	Career Service - Term Appt	LAW CLERK	DC
	Career Service - Term Appt	LAW CLERK	MD
	Career Service - Term Appt	LAW CLERK	DC
	Career Service - Term Appt	LAW CLERK	MD
	Career Service - Term Appt	LAW CLERK	CA
	Career Service - Term Appt	LAW CLERK	DC
	Career Service - Term Appt	LAW CLERK	DC
	Career Service - Reg Appt	LEGAL ADMINISTRATIVE SPECIALIS	VA
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	MD
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	MD
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	DC
	Career Service - Term Appt	LEGAL ASSISTANT (COURT)	VA
	Career Service - Reg Appt	LEGAL ASSISTANT (COURT)	MD

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	PARALEGAL SPECIALIST	DC
	Career Service - Reg Appt	PARALEGAL SPECIALIST	DC
Office of Veteran Affairs (1)	Excepted Service - Reg Appt	OUTREACH & SERVICE SPECIALIST	DC
OSSE DOT Department (18)	Educational Service - Reg Appt	AUTOMOTIVE MECHANIC	MD
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	BUS ATTENDANT	DC
	Educational Service - Reg Appt	INVESTIGATOR	DC
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	VA
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	MD
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
	Educational Service - Reg Appt	MOTOR VEHICLE OPERATOR	DC
Public Employee Relations Brd (1)	Career Service - Reg Appt	STAFF ASSISTANT	VA
Public Safety & Justice Cluste (1)	Career Service - Term Appt	PARALEGAL SPECIALIST	DC
Public Service Comm'n (8)	Legal Service - Reg Appt	ATTORNEY ADVISOR	MD
	Legal Service - Reg Appt	ATTORNEY ADVISOR	VA
	MSS - Reg Appt	CHIEF POLICY AND DEVELOPMENT	DC
	Career Service - Term Appt	COMMISSIONER	DC

District Government Workforce New Hire Residency by Agency

	Career Service - Reg Appt	DATA ANALYST	VA
	Career Service - Reg Appt	ECONOMIST	DC
	Career Service - Reg Appt	GENERAL ENGINEER	VA
	Career Service - Reg Appt	SR. ELECTRIC ENGINEER	MD
Rental Housing Comm'n (1)	Career Service - Term Appt	PROGRAM SUPPORT ASSISTANT	DC
Statehood Initiatives Agency (1)	Career Service - Temp Appt	ADMINISTRATIVE AIDE	MD
University of the D.C. (905)	Educational Service - Reg Appt	ACTG DEPTY CHIEF OP. OFFICER	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
	Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	VA
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	VA
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	VA
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	VA
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	FL
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	GA
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	DC
Educational Service - Temp App	ADJUNCT INSTRUCTOR - WDLL	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	NY
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Reg Appt	ADJUNCT PROFESSOR	CA
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	NJ
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	NJ
Educational Service - Temp App	ADJUNCT PROFESSOR	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	CO
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	GA
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	IL
Educational Service - Temp App	ADJUNCT PROFESSOR	IL
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	CA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR	VA
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR	MD
Educational Service - Temp App	ADJUNCT PROFESSOR	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Reg Appt	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	GA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	CA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	FL
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Term App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	NJ
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	NC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	CT
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Term App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	VA
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	ADJUNCT PROFESSOR-SEIU	MD
Educational Service - Temp App	AMBASSADOR	MD
Educational Service - Temp App	ASSISTANT DIRECTOR	MD
Educational Service - Reg Appt	ASSISTANT PROFESSOR	DC
Educational Service - Reg Appt	ASSISTANT PROFESSOR	NY
Educational Service - Reg Appt	ASSISTANT PROFESSOR	MD
Educational Service - Reg Appt	ASSISTANT PROFESSOR	CA
Educational Service - Reg Appt	ASSISTANT PROFESSOR	AL
Educational Service - Reg Appt	ASSISTANT PROFESSOR	VA
Educational Service - Reg Appt	ASSOCIATE DEAN	DC
Educational Service - Reg Appt	ASSOCIATE DEAN	FL

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	ASSOCIATE DEAN, ADMISSIONS	MD
Educational Service - Reg Appt	ASSOCIATE PROFESSOR	MD
Educational Service - Reg Appt	ASST PROF/PROG DIR MORTSCI	MD
Educational Service - Reg Appt	ASST PROFESSOR	VA
Educational Service - Reg Appt	ASST SOCCER COACH	VA
Educational Service - Temp App	CHAIR (FACULTY)	MD
Educational Service - Reg Appt	CHIEF STAFF/SVP	DC
Educational Service - Reg Appt	COMPLIANCE OFFICER/TITLE IX CO	DC
Educational Service - Temp App	COMPUTER TRAINER	VA
Educational Service - Temp App	COMPUTER TRAINER	FL
Educational Service - Reg Appt	DATA & ASSESSMENT MANAGER	DC
Educational Service - Temp App	DIRECTOR	MD
Educational Service - Reg Appt	DIRECTOR	DC
Educational Service - Reg Appt	DIRECTOR, DEVELOPMENT	MD
Educational Service - Reg Appt	DIRECTOR, EMPLOYEE & LABOR	MD
Educational Service - Reg Appt	EXECUTIVE ASSISTANT	DC
Educational Service - Reg Appt	FACULTY COORDINATOR	DC
Educational Service - Reg Appt	FINANCIAL ANALYST	DC
Educational Service - Temp App	GRADUATE/RESEARCH ASST	MD
Educational Service - Temp App	GRADUATE/RESEARCH ASST	DC
Educational Service - Temp App	GRADUATE/RESEARCH ASST	MD
Educational Service - Temp App	GRADUATE/RESEARCH ASST	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	GRADUATE/RESEARCH ASST	DC
Educational Service - Temp App	GRADUATE/RESEARCH ASST	MD
Educational Service - Temp App	GRADUATE/RESEARCH ASST	VA
Educational Service - Temp App	GRADUATE/RESEARCH ASST	VA
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/RESEARCH ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	NY
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	VA
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Educational Service - Temp App	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRADUATE/TEACHING ASST	DC
Career Service - Reg Appt	GRADUATE/TEACHING ASST	DC
Career Service - Reg Appt	GRADUATE/TEACHING ASST	VA
Career Service - Reg Appt	GRADUATE/TEACHING ASST	MD
Career Service - Reg Appt	GRADUATE/TEACHING ASST	MD
Educational Service - Temp App	GRANT COORDINATOR	OH
Educational Service - Reg Appt	INSTRUCTIONAL CONSULTANT	VA
Educational Service - Temp App	INSTRUCTOR	VA
Educational Service - Temp App	INSTRUCTOR	DC
Educational Service - Reg Appt	INSTRUCTOR (AVIATION MECHANIC)	VA
Educational Service - Temp App	INSTRUCTOR (AVIATION MECHANIC)	VA

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	LAB ENGINEER	MD
Educational Service - Temp App	LEGAL WRITER	DC
Educational Service - Reg Appt	MEDIA TECH I	DC
Educational Service - Reg Appt	POLICE OFFICER	MD
Educational Service - Temp App	POSTDOCTORAL RESEARCH ASSOCIAT	MD
Educational Service - Temp App	POSTDOCTORAL RESEARCH ASSOCIAT	SC
Educational Service - Temp App	PRINCIPAL INVESTIGATOR (FACULT	MD
Educational Service - Reg Appt	PROGRAM COORDINATOR - HEALTHCA	DC
Educational Service - Reg Appt	PROGRAM COORDINATOR COLLEGE RE	MD
Educational Service - Temp App	PROGRAM DIRECTOR (FACULTY)	MD
Educational Service - Temp App	PROJECT ASSISTANT	DC
Educational Service - Reg Appt	PROJECT ASSISTANT	MD
Educational Service - Reg Appt	PROJECT MANAGER	DC
Educational Service - Reg Appt	PROJECT SPECIALIST	DC
Educational Service - Term App	PROJECT SPECIALIST	DC
Educational Service - Reg Appt	REHABILITATION COUN.	GA
Educational Service - Temp App	RESEARCH OFFICER	MD
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	NE
Educational Service - Temp App	RESIDENTIAL LIFE ADVISOR	CT
Educational Service - Reg Appt	STAFF ASSISTANT	DC
Educational Service - Temp App	STAFF ASSISTANT	MD
Educational Service - Temp App	STUDENT ACTIVITIES SPECIALIST	DC
Excepted Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Excepted Service - Temp Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Reg Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	VA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	VA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	VA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	TN
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	VA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	VA
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	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
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	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	AL
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	MD
Educational Service - Temp App	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	VA
Educational Service - Temp App	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	VA
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Educational Service - Temp App	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	MD
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	MD
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	VA
Career Service - Temp Appt	STUDENT WORKER	VA
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	OH
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Reg Appt	STUDENT WORKER	VA
Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC

District Government Workforce New Hire Residency by Agency

Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Reg Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	VA
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Temp Appt	STUDENT WORKER	MD
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Career Service - Temp Appt	STUDENT WORKER	DC
Educational Service - Temp App	SUPERVISORY CASE MANAGER (PATH	DC
Educational Service - Temp App	TUTOR ASSISTANT	NY
Educational Service - Temp App	TUTOR ASSISTANT	MD
Educational Service - Temp App	VISITING ASSOCIATE PROFESSOR	FL
Educational Service - Temp App	VISITING ASST PROFESSOR	VA
Educational Service - Temp App	VISITING ASST PROFESSOR	MD
Educational Service - Temp App	VISITING ASST PROFESSOR	DC
Educational Service - Temp App	VISITING ASST PROFESSOR	DC
Educational Service - Temp App	VISITING ASST PROFESSOR	MD
Educational Service - Temp App	VISITING ASST PROFESSOR	VA
Educational Service - Temp App	VISITING ASST PROFESSOR	DC
Educational Service - Temp App	VISITING ASST PROFESSOR	MD
Educational Service - Temp App	VISITING INSTRUCTOR	VA
Educational Service - Reg Appt	VP FACILITIES & REAL ESTATE	VA
Educational Service - Reg Appt	VP MARKETING & COMMUNICATION	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	MD
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	MD
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	MD
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	WORK STUDY AIDE III	MA
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	MN
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	VA
Educational Service - Temp App	WORK STUDY AIDE III	VA
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	MD
Educational Service - Temp App	WORK STUDY AIDE III	DC
Educational Service - Temp App	WORK STUDY AIDE III	DC

District Government Workforce New Hire Residency by Agency

Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD
Educational Service - Temp App	WORK STUDY AIDE IV	DC
Educational Service - Temp App	WORK STUDY AIDE IV	MD

DC DEPARTMENT OF HUMAN RESOURCES

DC Employee Residency Study – Project Milestone Plan

The DC Department of Human Resources (DCHR), in partnership with the Office of Contracting and Procurement, award to Bayne, LLC a contract 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 Bayne, LLC will complete employee surveys and agency hiring manager focus groups. Table 1 and Table 2 demonstrate the project phase timeline and project milestone plan, respectively. The project timeline may be subject to change.

Table 1 – Project Phase Timeline

Phase	Start Date	End Date
Planning	1/10/2023	2/22/2023
Hiring Director Interviews	3/6/2023	3/17/2023
Survey	4/3/2023	5/12/2023
Employee Interviews	5/22/2023	6/2/2023
Employee Focus Groups	6/5/2023	6/9/2023
Analysis & Reporting	6/15/2023	8/23/2023
Closeout	8/25/2023	8/30/2023

Table 2 – Project Milestone Plan

Phase	Milestone	Workstream	Responsible Party	Planned Due Date
Planning	Project Kick-Off Meeting	Project Planning	DCHR, Bayne	1/10/2023
	Submit project plan	Project Planning	Bayne	1/30/2023
	Submit survey questions and survey notice for review	Survey	Bayne	2/10/2023
	Submit Hiring Director interview questions for review	Hiring Director Interviews	Bayne	2/10/2023
	Provide list of employee contact information	Survey	DCHR	2/15/2023
	Add survey notice to the Bayne website	Communication	Bayne	2/16/2023
	Approval of Hiring Director interview questions	Hiring Director Interviews	DCHR	2/20/2023

	Finalize list of Hiring Directors to interview	Hiring Director Interviews	DCHR, Bayne	2/22/2023
Study Implementation	Send email and calendar invites to Hiring Directors	Hiring Director Interviews	Bayne	2/24/2023
	Conduct Hiring Director interviews	Hiring Director Interviews	Bayne	3/6/2023 <i>runs through 3/17/2023</i>
	Finalize and approve survey questions and communications	Survey	DCHR	3/10/2023
	Send employees notice of survey	Survey	Bayne	3/20/2023
	Conduct Survey	Survey	Bayne	4/3/2023 <i>runs through 5/12/2023</i>
	Submit employee interview questions for review	Employee Interviews	Bayne	4/5/2023
	Submit employee focus group questions for review	Employee Focus Groups	Bayne	4/5/2023
	Send weekly reminders to complete survey	Survey	Bayne	4/10/2023 <i>runs through 5/8/2023</i>
	Finalize and approve employee interview questions	Employee Interviews	DCHR	4/19/2023
	Finalize and approve employee focus group questions	Employee Focus Groups	DCHR	4/19/2023
	Finalize list of employees to interview	Employee Interviews	DCHR, Bayne	4/19/2023
	Send email and calendar invites to employees	Employee Interviews	Bayne	4/20/2023
	Send final reminder to complete survey	Survey	Bayne	5/10/2023
	Conduct employee interviews	Employee Interviews	Bayne	5/22/2023 <i>runs through 6/2/2023</i>

	Send 48-hour email reminder for focus group	Employee Focus Groups	Bayne	6/1/2023
	Send 24-hour email reminder for focus group	Employee Focus Groups	Bayne	6/2/2023
	Conduct employee focus groups	Employee Focus Groups	Bayne	6/5/2023 <i>runs through</i> 6/9/2023
Reporting	Submit draft report sent to DCHR	Final Report	Bayne	6/30/2023
	Provide comments and edits about report	Final Report	DCHR	7/21/2023
	Provide final report, recommendations, and scoreboard template	Final Report	Bayne	8/23/2023
Closeout	Project closeout meeting	Closeout	DCHR, Bayne	8/30/2023

Agency Name	Total employees	Total number employees who are DC residents	Percent who are DC residents (Col. C/B)	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			
				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				
KO Deputy Mayor for Operations and Infrastructure	8	7	87.50%	0	0	0.00%	0	0	0.00%	6	5	83.33%	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	2	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
KT Department of Public Works	1391	934	67.15%	838	560	66.83%	289	264	91.35%	179	67	37.43%	3	1	33.33%	77	40	51.95%	2	2	100.00%	0	0	0.00%	1	0	0.00%	0	0	0.00%	0	0	0.00%	
KV Department of Motor Vehicles	232	133	57.33%	134	95	70.90%	4	4	100.00%	63	21	33.33%	2	1	50.00%	25	8	32.00%	2	2	100.00%	1	1	100.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
LQ Alcoholic Beverage Regulation Administration	59	35	59.32%	8	8	100.00%	0	0	0.00%	39	20	51.28%	0	0	0.00%	9	4	44.44%	2	2	100.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
MA Criminal Code Reform Commission	5	5	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	5	5	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
NS Office of Neighborhood Safety and Engagement	73	45	61.64%	4	3	75.00%	13	10	76.92%	18	11	61.11%	25	14	56.00%	10	5	50.00%	1	0	0.00%	2	2	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
PO Office of Contracting and Procurement	213	80	37.56%	6	4	66.67%	0	0	0.00%	123	48	39.02%	4	2	50.00%	73	24	32.88%	6	1	16.67%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
RC Office of Returning Citizen Affairs	17	17	100.00%	0	0	0.00%	0	0	0.00%	1	1	100.00%	4	4	100.00%	0	0	0.00%	0	0	0.00%	11	11	100.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
RK Office of Risk Management	79	20	25.32%	6	3	50.00%	8	4	50.00%	29	3	10.34%	11	3	27.27%	13	1	7.69%	11	5	45.45%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
RL Child and Family Services Agency	677	199	29.39%	94	45	47.87%	3	2	66.67%	419	116	27.68%	0	0	0.00%	148	32	21.62%	6	1	16.67%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
RM Department of Behavioral Health	1251	462	36.93%	541	216	39.93%	27	12	44.44%	391	123	31.46%	54	27	50.00%	156	46	29.49%	4	3	75.00%	2	1	50.00%	1	1	100.00%	2	1	50.00%	0	0	0.00%	
RO Ombudsperson for Children	2	1	50.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	1	50.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
SR Department of Insurance, Securities and Banking	130	59	45.38%	5	3	60.00%	5	3	60.00%	79	31	39.24%	2	2	100.00%	30	15	50.00%	7	3	42.86%	1	1	100.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
TC Department of For-Hire Vehicles	79	51	64.56%	14	11	78.57%	16	15	93.75%	21	9	42.86%	1	0	0.00%	24	14	58.33%	3	2	66.67%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
TO Office of the Chief Technology Officer	294	62	21.09%	16	8	50.00%	0	0	0.00%	235	45	19.15%	8	2	25.00%	32	4	12.50%	2	2	100.00%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
UC Office of Unified Communications	330	155	46.97%	134	73	54.48%	14	9	64.29%	138	52	37.68%	4	1	25.00%	38	18	47.37%	1	1	100.00%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	
VA Office of Veteran Affairs	7	6	85.71%	0	0	0.00%	0	0	0.00%	1	1	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	6	5	83.33%	0	0	0.00%	0	0	0.00%	0	0	0.00%	

Agency Code	Agency 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 resident District residents		Percentage of applicants for an entry level job who applied as resident District graduates		Percentage of entry level job hires who were resident District graduates		Percentage of entry level job hires who were District residents	
		FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23
AD	Executive Office of the Mayor	1	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	0	0	0	0	0	0%	0%	0%	0%
AE	Office of the Inspector General	988	177	319	85	175	34	335	80	182	33	38	2	11	2	8	2	32%	48%	29%	100%	21%	100%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
AE	Office of the City Administrator	609	208	275	74	218	68	275	84	218	75	17	4	10	3	8	3	45%	36%	59%	75%	47%	75%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
AG	Contract Appeals Board	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35%	0%	100%	0%	100%	0%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
AG	Board of Ethics and Government Accountability	281	3	155	3	113	0	154	0	113	0	4	3	3	3	0	0	55%	100%	75%	100%	75%	0%	1	0	79	0	1	0	1	0	57%	0%	100%	0%		
AM	Office of Labor Relations and Collective Bargaining	46	0	16	0	9	0	17	0	10	0	5	0	2	0	2	0	35%	0%	40%	0%	40%	0%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
AK	Department of General Services	1141	343	556	134	410	113	556	149	420	128	30	14	0	7	0	49%	39%	47%	0%	23%	0%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
BA	Office of the Secretary	304	158	137	66	61	59	138	69	63	62	4	1	2	1	2	1	45%	42%	50%	100%	50%	100%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
BD	Office of Planning	491	269	214	128	151	96	221	139	153	103	15	4	9	2	8	2	44%	48%	60%	50%	53%	50%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%	
BE	DC Department of Human Resources	682	128	387	66	251	45	380	61	261	47	101	19	34	9	15	1	57%	52%	34%	47%	15%	5%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
BI	Office of Zoning	23	1	13	0	11	0	13	0	12	0	4	1	2	0	2	0	57%	0%	50%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
BN	Homeland Security & Emerg. Mgmt. Agency	593	90	224	29	156	23	218	31	160	23	27	2	11	0	7	0	38%	32%	41%	0%	26%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
BK	Commission on the Arts and Humanities	354	0	179	0	136	0	179	0	134	0	8	0	4	0	3	0	51%	0%	50%	0%	38%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
BV	Department of Aging and Community Living	1261	314	512	114	470	99	513	111	478	96	36	8	17	5	13	1	41%	36%	47%	63%	36%	13%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
CE	DC Public Library	2303	359	1323	158	907	106	1341	171	928	118	78	0	49	0	49	0	57%	44%	63%	0%	63%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
CF	Department of Employment Services	4374	776	2171	398	1551	264	2190	368	1614	291	263	105	147	63	63	2	50%	51%	56%	60%	25%	2%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
CG	Public Employee Relations Board	21	14	8	9	3	5	7	7	3	4	0	1	0	0	0	0	38%	64%	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	1	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	0	0	0%	0%	0%	0%		
CJ	Office of Campaign Finance	200	0	78	0	51	0	86	0	58	0	9	0	5	0	6	0	39%	0%	56%	0%	67%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
CQ	Office of the Tenant Advocate	32	1	21	1	11	0	18	0	12	0	4	0	4	0	2	0	66%	100%	100%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
CR	DC Department of Licensing and Consumer Protection	2421	864	1122	418	905	323	1162	454	924	384	63	4	34	0	26	1	46%	48%	54%	0%	41%	25%	0	0	0	0	0	0	0	0%	0%	0%	0%			
CU	Department of Buildings	2716	1598	1266	806	1006	555	1303	846	1040	593	62	4	31	2	30	2	47%	50%	50%	48%	50%	0	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DA	Real Property Tax Appeals Commission (RPTAC)	24	0	14	0	4	0	14	0	4	0	4	0	2	0	2	0	58%	0%	100%	0%	50%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DB	Department of Housing and Community Development	179	3	99	1	17	0	79	0	18	0	42	0	18	0	2	0	55%	33%	43%	0%	5%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DH	Public Service Commission	214	51	73	20	47	17	72	21	45	18	5	3	1	2	0	2	34%	39%	20%	67%	0%	67%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DJ	Office of the People's Counsel	232	116	113	55	65	9	111	60	61	11	1	0	1	0	0	0	49%	47%	100%	0%	0%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DL	Board of Elections and Ethics	399	4	244	4	170	3	236	3	166	2	9	1	3	0	3	0	61%	100%	56%	100%	33%	0%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
DR	Rental Housing Commission	6	0	5	0	1	0	3	0	0	0	0	0	0	0	0	0	83%	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	626	99	344	44	231	27	316	44	241	27	20	0	13	0	7	0	50%	44%	65%	0%	35%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
EN	Department of Small and Local Business Development	326	151	158	33	114	4	167	12	111	5	3	2	1	1	1	1	52%	68%	33%	50%	33%	50%	0	0	0	0	0	0	0	0	0%	0%	0%	0%		
FA	Metropolitan Police Department	5254	1720	2290	692	1811	569	2388	763	1891	625	60	3	25	1	26	3	43%	40%	47%	23%	13%	23%	6	1	43	167	4	1	5	1	46%	65%	80%	100%		
FB	Fire and Emergency Medical Services Department	4679	230	2288	95	553	8	2564	119	600	9	46	1	25	1	25	1	49%	41%	54%	100%	54%	100%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FH	Office of Police Complaints	160	115	54	31	38	18	52	31	34	22	4	3	1	0	0	0	34%	27%	25%	0%	0%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FI	Corrections Information Council	91	146	47	77	44	72	48	75	47	70	1	7	1	5	1	3	52%	53%	100%	71%	100%	43%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FJ	Criminal Justice Coordinating Council	91	129	32	47	17	22	33	55	16	22	1	0	1	0	1	0	35%	36%	100%	0%	100%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FK	DC National Guard	659	101	300	48	21	0	324	51	22	1	1	0	0	0	0	0	46%	48%	0%	0%	0%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FL	Department of Corrections	2214	964	937	380	533	194	1001	428	578	212	53	2	14	1	17	1	42%	39%	26%	50%	32%	50%	0	1	0	123	0	0	0	0%	55%	0%	0%			
FO	Office of Victim Serv. & Justice Grants Admin	304	113	136	54	53	30	128	54	56	31	7	0	3	0	3	0	45%	48%	43%	0%	43%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	33	37	37	11	18	9	40	15	18	13	0	1	0	0	0	0	40%	30%	0%	0%	0%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FR	Department of Forensic Sciences	996	234	235	65	127	40	251	81	127	43	51	5	13	0	10	0	24%	28%	25%	0%	20%	0%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FS	Office of Administrative Hearings	1458	263	768	126	667	115	751	121	661	113	20	6	7	4	7	1	53%	48%	35%	67%	35%	17%	0	0	0	0	0	0	0	0%	0%	0%	0%			
FX	Office of the Chief Medical Examiner	926	66	344	16																																

Sub-Agency	Agency	Total Employees in FY22	Number of Employees using Personal Pandemic Leave	Number of Employees using All 80 Hours of Personal Pandemic Leave	Average Percentage of Employees Using 80 Hours of Personal Pandemic Leave
AA	Executive Office of the Mayor	122	16	1	6%
AB	Council of the District of Columbia	225	47	2	10%
AC	Office of the DC Auditor	27	8	1	10%
AD	Office of the Inspector General	93	21	3	9%
AE	Office of the City Administrator	50	12	0	8%
AF	Contract Appeals Board	11	2	0	6%
AG	Board of Ethics and Government Accountability	18	2	0	3%
AH	Mayor's Office of Legal Counsel	8	0	0	0%
AI	Office of the Senior Advisor	20	3	0	8%
AK	Office of Labor Relations and Collective Bargaining	16	0	0	0%
AM	Department of General Services	617	79	13	8%
AP	Office of Asian and Pacific Islander Affairs	11	4	0	14%
AR	Statehood Initiatives Agency	4	0	0	0%
AS	Office of Finance and Resource Management	18	1	0	4%
AT	Office of the Chief Financial Officer	1313	107	3	4%
BA	Office of the Secretary	26	4	0	8%
BD	Office of Planning	77	21	2	11%
BE	DC Department of Human Resources	190	26	3	7%
BJ	Office of Zoning	27	7	0	11%
BN	Homeland Security & Emerg. Mgmt. Agency	125	25	1	9%
BX	Commission on the Arts and Humanities	31	3	0	4%
BY	Department of Aging and Community Living	123	15	2	5%
BZ	Office on Latino Affairs	13	3	0	9%
CB	Office of the Attorney General	683	106	4	6%
CE	DC Public Library	605	111	15	10%
CF	Department of Employment Services	783	95	15	7%
CG	Public Employee Relations Board	7	3	0	17%
CH	Office of Employee Appeals	16	6	2	23%
CI	Office of Cable Television, Film, Music and Entertainment	5	0	0	0%
CJ	Office of Campaign Finance	32	1	0	1%
CQ	Office of the Tenant Advocate	24	4	0	8%
CR	DC Department of Licensing and Consumer Protection	425	86	15	11%
CT	Office of Cable Television, Film, Music and Entertainment	48	4	0	4%
DA	Real Property Tax Appeals Commission (RPTAC)	13	0	0	0%
DB	Department of Housing and Community Development	151	23	2	6%
DC	DC Lottery and Charitable Games Control Board	70	5	0	3%
DH	Public Service Commission	82	7	0	4%
DJ	Office of the People's Counsel	48	13	3	17%
DL	Board of Elections and Ethics	101	11	1	6%
DQ	Commission on Judicial Disabilities and Tenure	1	0	0	0%
DR	Rental Housing Commission	8	1	0	4%
DV	Judicial Nomination Commission	2	0	0	0%
DX	Office of Advisory Neighborhood Commissions	6	1	0	3%
DY	DC Retirement Board	64	3	0	1%
EB	Office of the Deputy Mayor for Planning and Economic Development	85	13	0	7%
EN	Department of Small and Local Business Development	56	7	0	5%
FA	Metropolitan Police Department	4319	333	21	4%
FB	Fire and Emergency Medical Services Department	2174	38	4	1%
FH	Office of Police Complaints	21	5	0	7%
FI	Corrections Information Council	9	2	0	10%
FJ	Criminal Justice Coordinating Council	18	2	0	6%
FK	DC National Guard	134	20	3	9%
FL	Department of Corrections	1166	152	13	9%
FO	Office Victim Serv. & Justice Grants Admin	20	6	0	10%
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	12	1	0	7%
FR	Department of Forensic Sciences	222	33	5	8%
FS	Office of Administrative Hearings	102	12	0	5%
FX	Office of the Chief Medical Examiner	101	19	5	12%
FZ	DC Sentencing Commission	7	0	0	0%
GA	DC Public Schools	10383	2053	157	10%
GD	Office of the State Superintendent of Education	445	96	5	8%
GE	District of Columbia State Board of Education	33	5	0	4%
GF	University of the District of Columbia	1339	47	11	2%
GL	DC State Athletic Association	7	0	0	0%
GN	Non Public Tuition	8	1	0	6%
GO	OSSE DOT Department	1445	182	15	7%
GW	Deputy Mayor for Education	42	15	1	11%
HA	Department of Parks and Recreation	722	88	12	7%
HC	Department of Health	786	123	18	8%
HG	Office of the Deputy Mayor Health and Human Services	18	2	0	3%
HI	Health Benefit Exchange Authority	107	13	0	4%
HIM	Office of Human Rights	52	15	5	14%
HT	Department of Health Care Finance	251	44	7	9%
JA	Department of Human Services	1198	156	25	7%
JM	Department on Disability Services	394	55	5	6%
JR	Office of Disability Rights	10	5	1	12%
JZ	Department of Youth Rehabilitation Services	531	88	22	12%
KA	District Department of Transportation	1193	165	10	6%
KG	Department of Energy and Environment	416	70	7	7%
KO	Deputy Mayor for Operations and Infrastructure	8	0	0	0%
KT	Department of Public Works	1380	186	51	9%
KV	Department of Motor Vehicles	243	38	10	10%
LQ	Alcoholic Beverage Regulation Administration	63	13	0	8%
MA	Criminal Code Reform Commission	5	2	0	11%
NS	Office of Neighborhood Safety and Engagement	45	4	0	3%
PO	Office of Contracting and Procurement	221	21	5	7%
RC	Office of Returning Citizen Affairs	21	1	1	7%
RK	Office of Risk Management	88	9	0	5%
RL	Child and Family Services Agency	757	143	21	10%
RM	Department of Behavioral Health	1332	349	128	18%
RS	ServeDC	1	0	0	0%

55-FY22 Personal Pandemic Leave

Sub-Agency	Agency	Total Employees in FY22	Number of Employees using Personal Pandemic Leave	Number of Employees using All 80 Hours of Personal Pandemic Leave	Average Percentage of Employees Using 80 Hours of Personal Pandemic Leave
SR	Department of Insurance, Securities and Banking	121	3	0	2%
TC	Department of For-Hire Vehicles	73	11	2	8%
TK	Office of Cable Television, Film, Music and Entertainment	5	0	0	0%
TO	Office of the Chief Technology Officer	332	50	9	9%
UC	Office of Unified Communications	356	47	18	10%
VA	Office of Veteran Affairs	7	0	0	0%

DC DEPARTMENT OF HUMAN RESOURCES

Gender Identity Study – Milestone Plan

The DC Department of Human Resources (DCHR), in collaboration with the DC Office of Human Rights (OHR) and the Mayor's Office of Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Affairs, will conduct a gender identity study pursuant to the District Government Transgender and Non-Binary Employment Study Amendment Act of 2020. This Act requires the Mayor (through DCHR) to contract with an entity to study the employment of transgender and non-binary individuals in District agencies and District agencies' employment practices as they relate to individuals who identify as transgender or non-binary with the goal of hiring more transgender and non-binary individuals and serving as a model for other employers. The final report is due the Council by **December 31, 2021**.

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Identify a project to lead for the initiative	DCHR	1/1/2021	Completed on 1/1/2021
Identify liaisons within OHR, LGBTQ Affairs, and DOES	DCHR	1/15/2021	Completed on 1/15/2021
Develop project milestone plan	DCHR	1/15/2021	Completed on 1/15/2021; updated 3/5/2021
Identify stakeholders to serve as an Advisory Team	DCHR	1/22/2021	Completed on 2/22/2021
Convene stakeholder group meeting to review legislative requirements and milestone plan	DCHR	1/29/2021	Kick-off meeting held on 4/20
Complete draft Statement of Work (SOW) for review by OHR, LGBTQ Affairs, and other stakeholders	DCHR	1/29/2021	Completed on 3/4/2021
Submit final draft SOW to OCP for solicitation	DCHR	2/5/2021	Sent on 3/12/2021
Issue/advertise solicitation	OCP	2/12/2021	Completed
Solicitation closes	OCP	3/1/2021	Completed
Complete the evaluation of vendor proposals	OCP	3/12/2021	Completed
Make vendor selection and begin compliance document review	OCP	3/15/2021	Completed on 8/29/2021

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Contract award	OCP	3/26/2021	Completed on 8/29/2021
Kick-off meeting with vendor and stakeholder group to review requirements and deliverables	OCP, Vendor & Stakeholders	4/1/2021	Completed on 10/4/2021
Cultural competency training with vendor and stakeholder group	Vendor & Stakeholders	Week of 10/4/2021	Completed
Progress meeting with vendor and project lead	DCHR & Vendor	10/12/2021	Completed
Prepare draft survey to employees	Vendor	Complete	Draft survey questions completed on 10/26/2021
Prepare draft survey to agencies	Vendor	Complete	Draft survey questions completed on 10/26/2021
Prepare draft survey to DOES program participants	Vendor		Pending
Progress meeting with vendor and project lead	DCHR & Vendor		Completed
Finalize surveys and prepare for distribution	Vendor		Pending
Distribute surveys	Vendor		Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders		Pending
Progress meeting with vendor and project lead	DCHR & Vendor		Pending
Begin biweekly reminder emails encouraging survey responses	Vendor		Pending
Progress meeting with vendor and project lead	DCHR & Vendor		Pending
Biweekly reminder emails encouraging survey responses	Vendor		Pending
Final date for employee survey submissions	Vendor		Pending
Final date for agency survey submissions	Vendor		Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders		Pending
Begin analyzing survey responses	Vendor		Pending

Milestone	Responsible Party/Agency	Planned Due Date	Current Status
Share survey responses with DCHR & stakeholder group	Vendor		Pending
Progress meeting with vendor and project lead	DCHR & Vendor		Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders		Pending
Begin conducting focus groups with respondents and/or other stakeholders for more information	Vendor		Started on 11/2/2021
Progress meeting with vendor and project lead	DCHR & Vendor		Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders		Pending
Complete focus groups and begin analyzing responses	Vendor		Pending
Progress meeting with vendor and stakeholder group	Vendor & Stakeholders		Pending
Progress meeting with vendor and project lead	DCHR & Vendor		Pending
Submit draft #1 of final report	Vendor		Pending
Provide feedback on final report draft #1	DCHR & Stakeholders		Pending
Submit draft #2 of final report	Vendor		Pending
Provide feedback on final report draft #2	DCHR & Stakeholders		Pending
Complete final report for review by DCHR	Vendor		Pending
Submit final report to ACA Melder's Office for review and comment	DCHR		Pending
Submit final report to OPLA for review and comment	DCHR		Pending
Submit final review to Council	DCHR		Pending

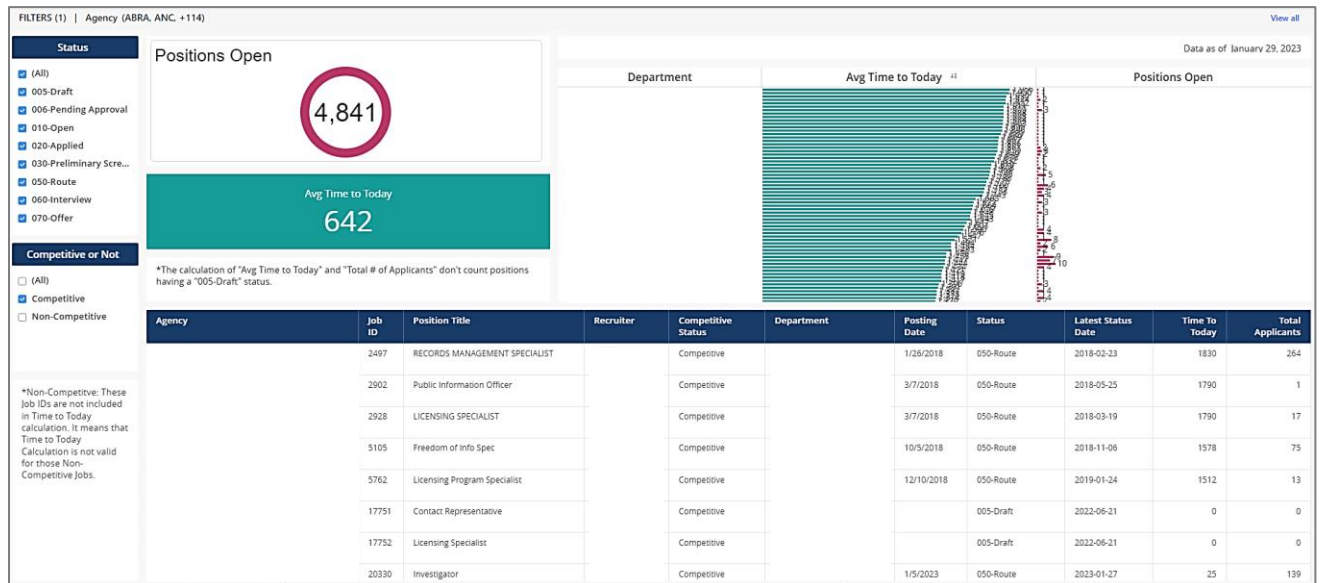
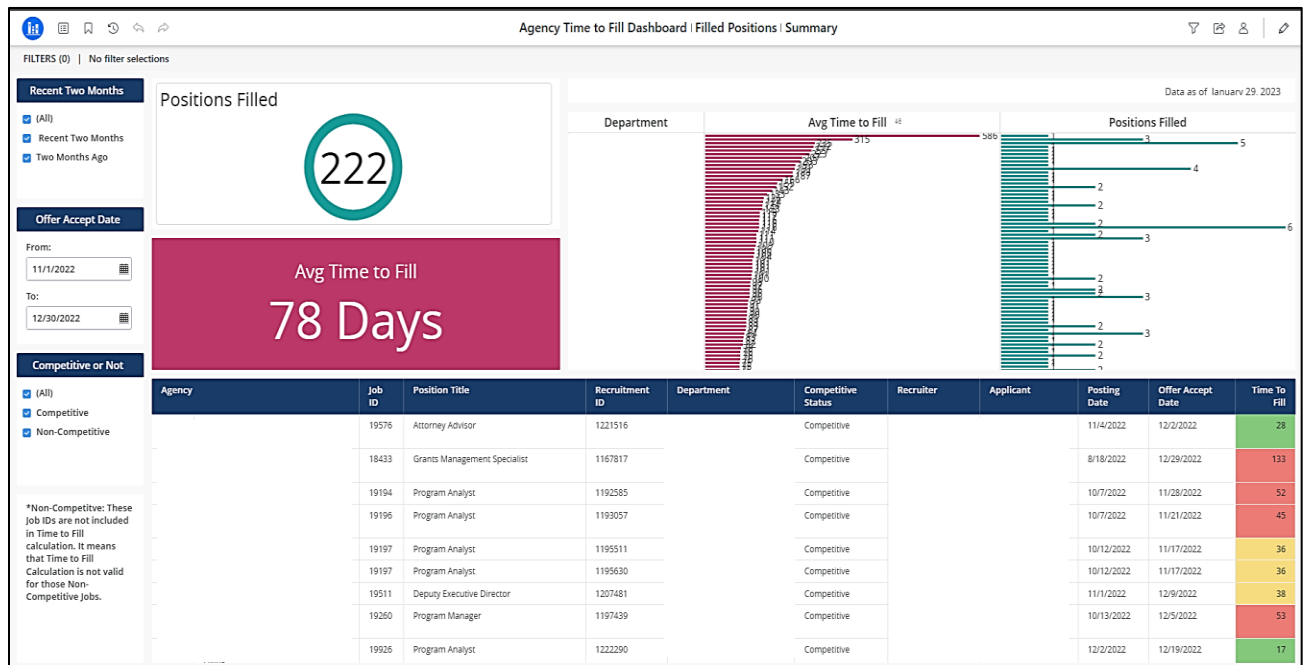
63B-Time to Fill FY21, FY22, FY23

Sub-Agency	Agency	FY21	FY22	FY23
AA	Executive Office of the Mayor	0.00	0.00	0.00
AB	Council of the District of Columbia	0.00	0.00	0.00
AC	Office of the DC Auditor	0.00	0.00	0.00
AD	Office of the Inspector General	28.29	23.08	80.86
AE	Office of the City Administrator	61.83	66.71	54.25
AF	Contract Appeals Board	0.00	0.00	60.00
AG	Board of Ethics and Government Accountability	147.75	94.00	28.00
AH	Mayor's Office of Legal Counsel	0.00	0.00	0.00
AI	Office of the Senior Advisor	0.00	0.00	0.00
AK	Office of Labor Relations and Collective Bargaining	0.00	0.00	0.00
AM	Department of General Services	101.06	111.88	87.75
AP	Office of Asian and Pacific Islander Affairs	0.00	0.00	0.00
AR	Statehood Initiatives Agency	0.00	0.00	0.00
AS	Office of Finance and Resource Management	0.00	0.00	0.00
AT	Office of the Chief Financial Officer	0.00	0.00	0.00
BA	Office of the Secretary	48.00	49.00	74.00
BD	Office of Planning	74.64	79.27	74.67
BE	DC Department of Human Resources	49.51	49.51	7.88
BJ	Office of Zoning	27.33	22.33	75.00
BN	Homeland Security & Emerg. Mgmt. Agency	72.00	79.63	80.67
BX	Commission on the Arts and Humanities	48.00	48.00	133.00
BY	Department of Aging and Community Living	48.91	48.74	22.40
BZ	Office on Latino Affairs	0.00	0.00	0.00
CB	Office of the Attorney General	0.00	0.00	0.00
CE	DC Public Library	344.67	344.67	0.00
CF	Department of Employment Services	65.91	71.57	70.64
CG	Public Employee Relations Board	0.00	0.00	0.00
CH	Office of Employee Appeals	0.00	0.00	0.00
CI	Office of Cable Television, Film, Music and Entertainment	22.20	29.00	0.00
CJ	Office of Campaign Finance	72.00	63.00	70.33
CQ	Office of the Tenant Advocate	89.50	147.00	0.00
CR	DC Department of Licensing and Consumer Protection	74.32	91.67	75.24
CT	Office of Cable Television, Film, Music and Entertainment	22.20	29.00	0.00
DA	Real Property Tax Appeals Commission (RPTAC)	0.00	0.00	62.00
DB	Department of Housing and Community Development	71.46	55.00	48.80
DC	DC Lottery and Charitable Games Control Board	0.00	0.00	0.00
DH	Public Service Commission	101.90	135.75	113.50
DJ	Office of the People's Counsel	0.00	0.00	0.00
DL	Board of Elections and Ethics	86.50	86.50	0.00
DQ	Commission on Judicial Disabilities and Tenure	0.00	0.00	0.00
DR	Rental Housing Commission	0.00	0.00	0.00
DV	Judicial Nomination Commission	0.00	0.00	0.00
DX	Office of Advisory Neighborhood Commissions	0.00	0.00	0.00
DY	DC Retirement Board	0.00	0.00	0.00
EB	Office of the Deputy Mayor for Planning and Economic Development	75.68	83.53	73.00
EN	Department of Small and Local Business Development	25.50	0.00	31.50
EM	Office of the Deputy Mayor for Greater Economic Opportunity	65.00	0.00	0.00
FA	Metropolitan Police Department	148.91	168.00	119.00
FB	Fire and Emergency Medical Services Department	160.27	194.03	211.64
FH	Office of Police Complaints	47.25	51.50	68.75
FI	Corrections Information Council	79.00	79.00	46.17
FJ	Criminal Justice Coordinating Council	115.00	0.00	0.00
FK	DC National Guard	83.00	83.00	95.50
FL	Department of Corrections	138.94	116.17	217.71
FO	Office Victim Serv. & Justice Grants Admin	63.40	63.40	0.00
FQ	Office of the Deputy Mayor Public Safety & Justice Cluster	71.50	43.00	65.00
FR	Department of Forensic Sciences	67.19	57.15	56.00

63B-Time to Fill FY21, FY22, FY23

Sub-Agency	Agency	FY21	FY22	FY23
FS	Office of Administrative Hearings	74.61	77.46	65.33
FX	Office of the Chief Medical Examiner	52.66	60.15	44.75
FZ	DC Sentencing Commission	0.00	0.00	0.00
GA	DC Public Schools	0.00	0.00	0.00
GD	Office of the State Superintendent of Education	81.95	81.84	75.50
GE	District of Columbia State Board of Education	0.00	0.00	0.00
GF	University of the District of Columbia	0.00	0.00	0.00
GL	DC State Athletic Association	1.00	1.00	0.00
GN	Non Public Tuition	45.50	69.00	0.00
GO	OSSE DOT Department	138.00	161.50	93.20
GW	Deputy Mayor for Education	68.33	89.75	100.00
HA	Department of Parks and Recreation	80.04	74.27	64.13
HC	Department of Health	74.62	74.41	60.38
HG	Office of the Deputy Mayor Health and Human Services	73.50	79.00	57.00
HI	Health Benefit Exchange Authority	0.00	0.00	0.00
HM	Office of Human Rights	153.15	135.33	97.00
HT	Department of Health Care Finance	89.81	91.67	99.39
JA	Department of Human Services	45.74	32.89	108.39
JM	Department on Disability Services	0.00	0.00	0.00
JR	Office of Disability Rights	72.67	72.67	0.00
JZ	Department of Youth Rehabilitation Services	70.38	57.50	74.72
KA	District Department of Transportation	65.25	66.15	78.80
KG	Department of Energy and Environment	67.19	69.31	114.30
KO	Deputy Mayor for Operations and Infrastructure	0.00	0.00	109.00
KT	Department of Public Works	123.78	112.40	102.70
KV	Department of Motor Vehicles	69.07	86.64	77.25
LQ	Alcoholic Beverage Regulation Administration	72.75	113.00	89.00
MA	Criminal Code Reform Commission	0.00	0.00	0.00
NS	Office of Neighborhood Safety and Engagement	66.00	67.60	23.00
PO	Office of Contracting and Procurement	81.08	81.68	235.71
RC	Office of Returning Citizen Affairs	0.00	0.00	0.00
RK	Office of Risk Management	23.71	13.00	102.00
RL	Child and Family Services Agency	61.00	61.00	48.50
RM	Department of Behavioral Health	0.00	0.00	0.00
RS	Serve DC	0.00	0.00	0.00
SR	Department of Insurance, Securities and Banking	78.29	76.88	66.20
TC	Department of For-Hire Vehicles	100.58	131.67	35.88
TK	Office of Cable Television, Film, Music and Entertainment	22.20	29.00	0.00
TO	Office of the Chief Technology Officer	80.26	73.68	73.00
UC	Office of Unified Communications	62.77	66.25	42.00
VA	Office of Veteran Affairs	0.00	0.00	0.00

Time-to-Fill Dashboard



CONFIDENTIAL

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, 2023
DGS	Grievance	Former Employee	3/29/2021	Employee alleged he was denied pay in retaliation for resigning from his position.	There was sufficient evidence to support his pay claim, and DCHR notified DGS to compensate him for 8 hours of pay.	The case was closed on 2/9/2022.
OUC	Complaint/ General inquiry	N/A	11/15/21	Deputy Mayor for Public Safety & Justice requested that DCHR conduct an agency-wide Climate Assessment on the work environment.	DCHR conducted an extensive assessment culminating in findings shared with the agency and the Deputy Mayor.	Closed. Response submitted April 2022.
DCRA	Grievance	Employee	1/12/2022	Employee alleged violations occurred in the hiring process for a management position he wanted to apply to within DCRA.	Grievance denied as it was deemed untimely.	Closed. Response sent 4/1/2022.
OSSE	Grievance	Employee	2/2/2022	Employee alleged violations occurred in the hiring process for a management	DCHR reviewed and investigation conducted; the claims were unsubstantiated.	Closed. Response sent on 4/21/2022.

CONFIDENTIAL

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, 2023
				position she applied to within OSSE.		
DHS	Grievance	Employee	3/18/2022	Employee alleged workplace bullying.	DCHR transferred the grievance to the agency for review at the appropriate levels.	Closed. DCHR transferred the grievance on 3/21/2022.
DDOT	Grievance	Former Employee	6/24/2022	Employee alleged that the agency did not compensate him for the week of March 28, 2022 through April 5, 2022.	DCHR denied the grievance as there was insufficient evidence to support the allegations.	Closed. Response sent on 10/13/2022.
DGS	Grievance	Applicant	7/5/2022	Applicant alleged violations of an incomplete hiring process.	DCHR denied the grievance as being a matter not subject to review since the hiring for the position was not concluded at the time of filing.	Closed. Response sent on 7/28/2022.
DGS	Grievance	Applicant	7/5/2022	Applicant alleged violations of an incomplete hiring process.	DCHR denied the grievance as being a matter not subject to review since the hiring for the position was not	Closed. Response sent on 7/28/2022.

CONFIDENTIAL

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, 2023
					concluded at the time of filing.	
DGS	Grievance	Applicant	7/5/2022	Applicant alleged violations of an incomplete hiring process.	DCHR denied the grievance as being a matter not subject to review since the hiring for the position was not concluded at the time of filing.	Closed. Response sent on 7/28/2022.
DOH	Grievance	Former Employee	10/23/2022	Employee alleged that they were not properly compensated during their tenure as a contact tracer with DOH.	DCHR is reviewing and investigating the matter. DCHR will provide an official response once the review has concluded.	Open. DCHR is currently still reviewing the matter.
OSSE	Grievance	Employee	10/24/2022	Employee filed a grievance related to a reprimand.	DCHR reviewed and investigated the matter. DCHR concluded that the reprimand should remain in the employee's official personnel file.	Closed. Response sent on 1/20/2023.
DDOT	Grievance	Employee	10/27/2022	Employee alleged workplace bullying.	DCHR transferred the grievance to the agency for review at the appropriate levels.	Closed as DCHR transferred the grievance on 10/27/2022.

CONFIDENTIAL

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, 2023
DOC	Complaint	Former Employee	11/3/2022	Former employee alleged he was owed additional payment from settlement.	DCHR is reviewing all available information as of Jan. 1, 2023.	Open and under review.
DGS	Grievance	Employee	11/8/2022	Employee alleged that they were not properly compensated for their lunch breaks.	DCHR is currently reviewing and investigating the grievance.	Open and still under review.
OUC	Complaint	Employee	12/5/2022	Anonymous employee alleged a senior level employee engaged in sexual harassment of a subordinate employee.	DCHR conducted investigation. Occurrences of sexual harassment, and other misconduct, by the senior level employee were substantiated.	Closed. Investigation concluded 1/13/23. Administrative action taken by the appropriate agency.
OSSE	Grievance	Employee	12/8/22	Employee alleged violations occurred in the hiring process for a management position he applied to within OSSE.	DCHR reviewed and investigation conducted; the claims were unsubstantiated.	Closed. Response sent 1/26/2023.
OUC	Complaint/ General inquiry	N/A	11/15/21	Deputy Mayor for Public Safety & Justice requested that DCHR conduct	DCHR conducted an extensive assessment culminating in	Closed. Response submitted April 2022.

CONFIDENTIAL

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, 2023
				an agency-wide Climate Assessment on the work environment.	findings shared with the agency and the Deputy Mayor.	



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

FILED
CIVIL ACTIONS BRANCH
AUG 12 2022
 Superior Court
 of the District of Columbia
 Washington, D.C.

Sgt John J Barbusin Jr
Petitioner(s)

v.
DC Department of Human Resources (DCHR)
Respondent-Agency

CASE NO. 2022 03605

PETITION FOR REVIEW OF AGENCY ORDER OR DECISION

1. Petitioner(s) Sgt John J Barbusin Jr (provide full name of each petitioner) ask(s) the Superior Court to review the order or decision issued on 07/23/2022 (date) by the DC Department of Human Resources (DCHR) (provide the name of the agency).

2. A copy of the order or decision sought to be reviewed must be attached. I have; or have not attached a copy of the order or decision sought to be reviewed.

3. Petitioner(s) request(s) the following:
 The Judge to reverse the decision and grant Petitioner his SF 50 as Improperly properly classified under the Office of Personal Management (OPM) as per the HANDBOOK OF OCCUPATIONAL GROUPS AND FAMILIES as there is no such series as "083 Special Police Officer" and to properly correct his SF 50 with OPM Handbook's designation of 083 Police Officer. The petitioner also requests the judge to reverse Agency decision on pay as the "Desk Audit" certainly covers pay as 0083 Grade 9 step 10 is not proper for the classification of 0083 grade 9 step 10 as per District Personal Manual (E-DPM) Chapter 11 section 1130.3 a 1 restitution for pay is to be properly put in the proper grade and or payband so my salary is within the responsibilities and job description and duties (I make \$250.00 more a year than the officers I supervise, back pay from promotion to GS9 Step 10 to present

SIGNATURE AND ADDRESS OF PETITIONER(S)/ATTORNEY(S)

Sgt John J Barbusin Jr
 Signature
Sgt John J Barbusin Jr
 Printed Name
NYSFOP86@mindspring.com
 Email Address
3475643222
 Phone Number

8/12/2022
 Date
1838 I Street NE #4
 Street Address
Washington DC 20002
 City, State, Zip

DC DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

Human Resources Solutions Administration

To: John Barbusin, Supervisory Special Police Officer, Department of General Services

From: E. Lindsey Maxwell II, Esq., Interim Director, Department of Human Resources

Date: Thursday, July 28, 2022

Subject: **Classification Appeal Decision**

This determination responds to your e-mail dated May 10, 2022, requesting an appeal of the May 2, 2022, Desk Audit decision regarding your position. The D.C. Department of Human Resources (DCHR) has reviewed the materials you provided, the information prepared by the DCHR Classification team, and the standards for the Classification process. Based on this review, it is our determination that your appeal request is not reviewable by DCHR as your complaint as stated does not raise an appealable Classification issue under our procedures. Therefore, the desk audit determination that your position is properly classified as Supervisory Special Police Officer, CS-0083-09, is maintained.

Background

In a request dated October 5, 2020, you requested a Desk Audit and pay review.¹ (See Exhibit A). In challenging your Classification, you stated that your position had always been in the 083 Police Officer series. Additionally, you stated that you believe your SF-50 title of "Supervisory Special Police Officer" (SPO) was wrong because the "only title for series 083 is 'Police Officer.'" You also stated that there is "no such series as special police officer/only police officer" and you therefore believe your position title should be "Police Lieutenant."

A Desk Audit was conducted, and the determination was submitted to you on May 2, 2022.² (See Exhibit B). Attached to that determination were the official Position Description for the Supervisory Special Police Officer, CS-0083-09, and the Position Evaluation Statement (PES), dated April 4, 2022. The PES referenced Classification standards developed by the U.S. Office of Personnel

¹ Regarding pay, you asserted that when promoted from Lead Police Officer to Sergeant in 2011, your pay only increased by \$236.79 annually, which you believed to be in violation of pay-related regulations. As a Desk Audit does not address pay-related complaints, and as was discussed with you during the interview, the Desk Audit decision did not consider your pay-related allegations.

² Please note that desk audits were delayed due to the COVID-19 pandemic.

DCHR Classification Appeal Determination- J. BARBUSIN

Management (OPM) for the Police and Security Guard Series (GS-0083/ GS-0085). The PES decision states that you agreed that the position description accurately describes your duties. The PES discusses in detail the duties of an SPO and the evaluation of each of the relevant factors, which establish that your position is correctly classified as Grade 9. (See Exhibit C).

On May 10, 2022, you submitted an appeal request to DCHR. (See Exhibit D). You noted in your appeal that you were interviewed by DCHR for the Desk Audit, and you described your duties. You reiterated your concern that there is no "SPO" title in the OPM classification handbook and alleged that the DCHR classifier therefore "disregarded" the [OPM] standards. You did not, however, raise any concern with the grade or official position description that was provided to you with your desk audit results, or any of the described duties and responsibilities.

Appeals of Job Names Are Not Available Under District Classification Procedures

DCHR's Classification team conducts desk audits and position classification reviews at the request of employees or agencies pursuant to Chapter 11 of the District personnel regulations (6-B DCMR § 1100 *et seq.*). Desk audits seek to address "significant discrepanc[ies] between the official position description and the actual duties and responsibilities performed by the employee."³ As no discrepancies were named in your appeal, DCHR does not find that conducting a second desk audit is appropriate.

Regardless of whether your position title was a proper topic for a desk audit, classification appeals are limited by regulation. 6-B DCMR § 1110.4 permits employees to appeal "either or both of the following:

- a. The class or grade of the position; or
- b. The coverage of the position under the appropriate schedule."

Position title is not listed independently as a proper subject for appeal.

Federal law requires OPM to establish the official titles of positions in published classification standards,⁴ and the District government "adopt[s] established OPM standards for placing positions in their **proper classes, and grades.**"⁵ District positions should be evaluated "in accordance with accepted **classification principles and techniques.**"⁶ OPM specifically permits that even federal "[a]gencies may designate the official title of positions in occupational series for which OPM has

³ *Classification Position Reviews and Desk Audits*, Issuance 2021-20.

⁴ See 5 U.S.C. § 5105. Note, however, that Chapter 51 of Title 5 of the U.S. Code, which governs Classification, specifically does not apply to "members of the Metropolitan Police [of] the District of Columbia..." 5 U.S.C. § 5102(c)(5).

⁵ 6-B DCMR § 1102.1 (emphasis added).

⁶ D.C. Code § 1-611.02(b); 6-B DCMR § 1106.3 (emphasis added).

DCHR Classification Appeal Determination- J. BARBUSIN

not prescribed titles; i.e., those not specifically covered by classification standards.⁷ Furthermore, not only can the District deviate from OPM titling conventions, but in this case District statutory authority specifically establishes a "Special Police Officer" position separately from the sworn MPD Officer position.⁸

DCHR's Classification Unit Does Not Review Salary

In addition to the Classification appeal, in your May 13 request you also asked that your compensation be reviewed. The DCHR Classification team does not conduct compensation reviews. Furthermore, as the underlying Desk Audit decision did not and could not address your pay-related allegations, this issue also cannot be properly appealed through 6-B DCMR § 1110. Violations of pay-related regulations may be timely addressed through the grievance process until a final grievance decision is issued.⁹ 6-B DCMR § 1115.1 specifically permits employees to file a pay claim with their pay authority but must do so within three (3) years from the date the violation first accrued.

Conclusion

As provided in 6-B DCMR § 1110, *Position Classification Appeals*, of Chapter 11A of the D.C. personnel regulations, 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 if you choose.

If you have any questions regarding this matter, please contact Dr. Ken O'Bryant, Human Resources Manager at ken.obryant@dc.gov. Thank you for your service to the District of Columbia.

Sincerely,



E. Lindsey Maxwell II, Esq.

Interim Director, DCHR

⁷ U.S. Office of Personnel Management, *Introduction to the Position Classification Standards TS-134* July 1995, TS-107 August 1991 Revised; August 2009 at 14.

⁸ Compare, e.g., D.C. Code § 5-129.02 (establishing that the Mayor can appoint "Special Police Officers"), 6-A DCMR § 1100.2 (Special Police Officers have authority that is "strictly confined" to a particular property or properties they are commissioned to protect), D.C. Code § 23-582(a) ("special policeman..."); with D.C. Code § 5-105.01 (appointment of Metropolitan Police force).

⁹ Your appeal indicated you may have already pursued a grievance on this issue.



**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

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
Petitioner(s)
2629 17th St. NE
Wash, DC 20018

MPA NO. 19-0007261

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

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: Retrospective promotion to a grade 9-11. 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. <u>Mayor Muriel Bowser</u>	<u>1350 Pennsylvania Ave. NW</u>
2. _____	<u>Wash, DC 20004</u>
3. <u>Ventris Gibson</u>	<u>1015 Half St. SE</u>
4. _____	<u>Wash DC 20003</u>

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

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*
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 TicPlx 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 reject 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 Works' 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.

DCHR Memo - Tameka Garner-Berry**Page 2**

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,

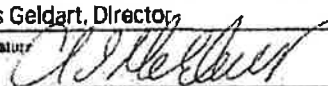
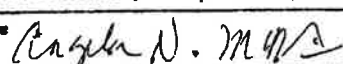

Ventris C. Gibson
Director

Enclosure:

- Official Position Description
- Position Evaluation Statement

cc: Herman James, DPW
Fredline Lebrun, DPW
Marilyn Gross, DPW
Kelsha 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 <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> Re-Establishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Department <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Legal <input type="checkbox"/> Excepted <input type="checkbox"/> Executive <input type="checkbox"/> MSS <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Identical Additional Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				8. Collective Bargaining Unit (CBU) Code: BNA		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither Safety		12. FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
						14. Job Code 551985			
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Final Agency Authority or Designer									
b. Agency or D.C. Department of Human Resources		Parking Enforcement Officer			CS	1802	08	ASM	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					c. Third Subdivision				
a. First Subdivision Parking Enforcement Management Administration					d. Fourth Subdivision				
b. Second Subdivision Parking Enforcement					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					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Chris Geldart, Director				
Signature _____ Date _____					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 § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."					20. Standards Used in Classifying/Grading Position US OPM POSITION CLASSIFICATION STANDARD. Compliance, Inspection & Support Series, GS-1802, TS-45, 10/1980.				
Typed Name and Title of Official Taking Action Angela D. McNair, HR Specialist (Classification)									
Signature  Date 7/22/19									
21. Position Review		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.

**Parking Enforcement Officer
CS-1802-08**

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

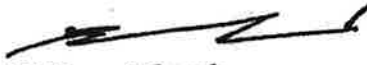
The table below summarizes the evaluation.

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

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

CHAVARA BARTLEY,

Plaintiff,

v.

**MURIEL BOWSER, in her official capacity as
MAYOR, DISTRICT OF COLUMBIA**

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

**E. LINDSEY MAXWELL II, in his official
capacity as**

**INTERIM DIRECTOR, DISTRICT OF
COLUMBIA DEPARTMENT OF HUMAN
RESOURCES**

1015 Half Street, SE
9th Floor
Washington, DC 20003

**UNIQUE MORRIS-HUGHES, in her official
capacity as**

**DIRECTOR, DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT
SERVICES**

4058 Minnesota Avenue, NE
Washington, DC 20019

and

**DISTRICT OF COLUMBIA,
c/o Karl A. Racine, Attorney General
400 6th Street, NW
Washington, DC 20002**

Defendants.

Docket No.:

VERIFIED COMPLAINT

Jury Trial Demanded

VERIFIED COMPLAINT

NOW COMES Plaintiff Chavara Bartley, an employee of the District of Columbia Department of Employment Services, by and through counsel, and for her Verified Complaint against Defendants, hereby alleges as follows:

INTRODUCTION

1. Plaintiff Chavara Bartley (“**Mrs. Bartley**”) is an employee of the District of Columbia (the “**District**”) Department of Employment Services (“**DOES**”).

2. On August 10, 2021, Defendant Mayor Muriel Bowser issued Mayor’s Order 2021-099, “COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees,” which took effect on September 19, 2021 and required employees of District agencies to provide proof as outlined by DCHR that they received a full course of a COVID-19 vaccination. This order contains exemptions for sincerely held religious beliefs.

3. On December 20, 2021, Defendant Mayor Bowser issued Mayor’s Order 2021-147, issued pursuant to D.C. Code § 7-2304(b)(16), directing the City Administrator to “formulate a plan for removing, at the earliest date possible, the weekly ‘test out’ option for [unvaccinated] District Government employees.” The Order further announced a mandatory COVID-19 vaccine requirement for all District employees, as follows: “District Government employees, contractors, interns, and grantees shall obtain a booster shot against COVID-19 and shall submit documentation of their booster shot.”

4. On January 4, 2022, Mayor’s Order 2021-147 expired and was not extended by the District Council.

5. On January 24, 2022, after the expiration of Mayor's Order 2021-147, Defendant E. Lindsey Maxwell issued a Memorandum (the "**Mandate**") to all District employees stating:

In accordance with Mayor's Order 2021-147 . . . all District government employees are required to receive a complete course of vaccination against COVID-19, including a booster shot if eligible under CDC guidance. All District government employees must provide proof of having received a full course of vaccination, including a booster when eligible, by uploading an image or other documentation into PeopleSoft by February 15, 2022. Employees who fail to comply with the policy by February 15, 2022 are subject to discipline.

6. Mrs. Bartley objects to receiving a COVID-19 vaccination based on her sincerely held religious beliefs and she timely submitted a request for a religious exemption to same.

7. Mrs. Bartley's request for a religious exemption to the Mandate was denied by DOES and she faces imminent discipline and termination.

8. This action is based upon the First Amendment of the United States Constitution and the Religious Freedom Restoration Act of 1993 ("**RFRA**"), both of which protect Mrs. Bartley's fundamental right to the free exercise of her religion.

9. Defendants' policies and actions deprived and will continue to deprive Mrs. Bartley of her paramount rights and guarantees under RFRA and the First Amendment of the United States Constitution.

10. Defendants committed each and every act alleged herein under the color of law and authority.

JURISDICTION AND VENUE

11. This Court has subject matter jurisdiction pursuant to 28 U.S.C. §§ 1331 and 1343(a) and because this action arises under the United States Constitution and RFRA. The Court also has jurisdiction under 28 U.S.C § 1346 because this is a civil action against the United States

of which the District is a subdivision. Finally, the Court has jurisdiction pursuant to 42 U.S.C. § 2000bb-1(c) because the District is a “covered entity” under RFRA.

12. This Court has authority to award the requested relief pursuant to 42 U.S.C. § 2000bb-1 and *Tanzin v. Tanvir*, 141 S. Ct. 486 (2020); declaratory relief pursuant to 28 U.S.C. §§ 2201-02; injunctive relief pursuant to 5 U.S.C. § 702 and 28 U.S.C. § 2202; and costs and attorneys’ fees pursuant to 42 U.S.C. § 1988(b) and 28 U.S.C. § 2412.

13. The Court has both general and specific jurisdiction over Defendants.

14. Venue is proper in this district pursuant to 28 U.S.C. § 1391(e) because Defendants are officers and employees of the United States residing or doing business in the District and a substantial part of the events or omission giving rise to Mrs. Bartley’s claims occurred in this judicial district. Venue is also proper under 28 U.S.C. § 1391 (b)(1) and (2).

PARTIES

15. Mrs. Bartley is an employee of the District for the Department of Employment Services. She works as a Bilingual Wage-Hour Compliance Specialist and her job duties consist of receiving and reviewing electronically sent documents and communications, participating in scheduled telephonic conference calls, and attending virtual meetings. The District has employed Mrs. Bartley for over 29 years. Mrs. Bartley submitted a request for a religious exemption to the Mandate.

16. Defendant Muriel Bowser is and was at all times relevant hereto the Mayor of the District and as such is responsible for “the proper execution of all laws relating to the District,” including the Mandate. D.C. Code § 1-204.22.

17. Defendant E. Lindsey Maxwell II is and was the Interim Director, District of Columbia Department of Human Resources (“**DCHR**”), and is and was at all times responsible

for the promulgation and implementation of the policies, procedures, and practices of DCHR, including the Mandate.

18. Defendant Dr. Unique Morris-Hughes is and was the Director, District of Columbia Department of Employment Services, and is and was at all times responsible for the promulgation and implementation of the policies, procedures, and practices of DOES, including the Mandate.

19. Defendant District is the employer of Mrs. Bartley; is and was at all times relevant hereto a municipal corporation; and was and is responsible for the policies, procedures, and practices implemented through its various agencies, agents, departments, and employees, including the Mandate.

20. Defendants conspired to and did unlawfully deny Mrs. Bartley a religious exemption to the Mandate by discriminating against Mrs. Bartley based on her religious beliefs.

21. All of the above paragraphs are incorporated into the following factual averments and claims as if fully set forth therein.

FACTUAL ALLEGATIONS

The COVID-19 Vaccine Mandate

22. On August 10, 2021, Defendant Mayor Muriel Bowser issued Mayor's Order 2021-099, "COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees," which took effect on September 19, 2021 and required employees of District agencies to provide proof as outlined by DCHR that they received a full course of a COVID-19 vaccination. This order contains exemptions for sincerely held religious beliefs.

23. On December 20, 2021, Defendant Mayor Bowser issued Mayor's Order 2021-147, issued pursuant to D.C. Code § 7-2304(b)(16), directing the City Administrator to "formulate a

plan for removing, at the earliest date possible, the weekly ‘test out’ option for [unvaccinated] District Government employees.” The Order further announced a mandatory COVID-19 vaccine requirement for all District employees, as follows: “District Government employees, contractors, interns, and grantees shall obtain a booster shot against COVID-19 and shall submit documentation of their booster shot.”

24. Mayor’s Order 2021-147 further states that employees who fail to abide by the mandatory vaccine requirement will face discipline: “District employees and interns are subject to adverse employment actions . . . for violations of this Order and directives and other actions taken pursuant to it.”

25. On January 4, 2022, Mayor’s Order 2021-147 expired and was not extended by the District Council.

26. On January 24, 2022, after the expiration of Mayor’s Order 2021-147, Defendant E. Lindsey Maxwell issued a Memorandum to all District employees stating:

In accordance with Mayor’s Order 2021-147 . . . all District government employees are required to receive a complete course of vaccination against COVID-19, including a booster shot if eligible under CDC guidance. All District government employees must provide proof of having received a full course of vaccination, including a booster when eligible, by uploading an image or other documentation into PeopleSoft by February 15, 2022. Employees who fail to comply with the policy by February 15, 2022 are subject to discipline.

27. On February 14, 2022, one day before the deadline for District employees to submit proof of a COVID-19 booster shot, Defendant Mayor Bowser issued Mayor’s Order 2022-029 that notified the public of the “end of the public health emergency; the end of the indoor mask mandate at certain venues effective March 1, 2022; and the end of the requirements for certain private venues to check vaccination status effective February 14, 2022 at 11:59 p.m.”

28. On February 14, 2022, the District Department of Health and Defendant Mayor Bowser disseminated a COVID-19 Situational Update stating, “[s]ince the height of the Omicron wave in DC, COVID-19 cases have dropped by more than 90% and there’s been a 95% reduction in hospitalizations,” that the indoor mask requirements would be “dialed back” for many venues on March 1, 2022, and that indoor venues would not be required to verify the vaccine status of patrons as of February 15, 2022.

29. On March 17, 2022, Mayor Bowser issued Mayor’s Order 2022-043 stating the District is “getting back to normal” but that the District employee vaccine mandate remained in full force and effect.

30. On February 4, 2022, the Fraternal Order of Police, Metropolitan Police Department of Labor Committee, D.C. Police Union and officers filed a Complaint in the Superior Court of the District of Columbia against Defendants Mayor Muriel Bowser and the District of Columbia, alleging that Mayor’s Order 2021-147 was expired and therefore *ultra vires*. See *Fraternal Order of Police et al., v. District of Columbia et al.*, No. 2022 CA 000584 B, 2022 D.C. Super. LEXIS --- (D.C. Super. February 4, 2022). In an order denying plaintiffs’ motion for a preliminary injunction, Judge Maurice A. Ross noted that the authority relied upon by the District to issue the vaccine mandate contained in Mayor’s Order 2022-147, specifically the Public Emergency Extension Emergency Amendment Act of 2022, effective March 16, 2022 (D.C. Act 24-346), “does not mention any vaccine mandate.” *Fraternal Order of Police et al., v. District of Columbia et al.*, No. 2022 CA 000584 B, 2022 D.C. Super. LEXIS --- (D.C. Super. March 29, 2022) (order denying plaintiffs’ motion for a preliminary injunction). Judge Ross further stated the legislation did not give the Mayor the explicit authority to impose a mandatory vaccine and the plaintiffs are substantially likely to succeed on the merits. *Id.*

31. According to the District's published COVID-19 vaccination data, 95.9% of District residents have received at least one dose of the primary series, and 75.7% of District residents had completed the primary series. *See Vaccination Data*, Government of the District of Columbia, available at <https://coronavirus.dc.gov/data/vaccination> (last visited May 26, 2022).

32. Mrs. Bartley has never tested positive for COVID-19 and has a 33-week track record of producing negative COVID-19 tests.

Religious Exemption Requests

33. On October 8, 2021, Mrs. Bartley timely submitted a request for a religious exemption from the COVID-19 vaccine requirement, articulating her religious beliefs as a devout, practicing Christian to DOES, which refused the request.

34. On December 20, 2021, Mrs. Bartley submitted a second request for a religious exemption from the COVID-19 vaccine requirement, once again articulating her religious beliefs as a devout, practicing Christian.

35. On or about January 10, 2022, Mrs. Bartley participated in an interview regarding her religious beliefs. The interviewer informed Mrs. Bartley both at the outset and when at the conclusion of the call that, "we believe that your beliefs are sincere and true," or words to that effect.

Religious Exemption Denial

36. On or about May 4, 2022, Mrs. Bartley received a letter from the Office of the General Counsel on DCHR letterhead, Subject: Proposed COVID-19 Vaccination Exemption Decision, stating that "DCHR proposes that your request for a religious accommodation be declined for the following reason: Your request poses an undue hardship to the agency and the District."

37. DCHR issued nearly identical proposed denial letters to District employees who occupy a variety of different positions in various District agencies.

38. On May 4, 2022, Mrs. Bartley submitted a written response to Defendant Dr. Morris-Hughes to appeal the proposed denial. In this response, Mrs. Bartley articulated why granting her an accommodation would not constitute an undue hardship stating in part:

The work that I perform comprises receiving and reviewing electronically sent documents, sending/receive electronic communication, participating in scheduled telephonic conference calls, attending virtual meetings, and virtual trainings. Responses and results to the reviews are prepared and sent both electronically and via the mail from the office as necessary. No interactions with the public transpire. I work in a very large office space that incorporated exceptional social distancing into the design at the end of 2021. The office's employees' work schedules are staggered, so that there is never 100% occupancy in the office, further making the reason for denying my request non-applicable to my case. There is minimal contact with staff and when it is required, social distancing protocols are followed with masks.

39. On or about May 20, 2022, Mrs. Bartley received a letter from the DOES Office of the Director and Office of General Counsel stating that DOES upholds DCHR's original denial, that granting an accommodation will pose an undue hardship to DOES and the District, and that DOES was unable to determine that Mrs. Bartley's "belief is a sincerely held religious belief or that your stated belief conflicts with COVID-19 vaccination requirements."

40. DOES has questioned the sincerity of Mrs. Bartley's religious beliefs without a proper inquiry or interactive process to request additional information. DOES unlawfully disregarded Mrs. Bartley's statements articulating her sincere religious beliefs. Moreover, the proposed denial letter did not question the sincerity of Mrs. Bartley's religious beliefs. In fact, it stated that "DCHR assumes for the purposes of this Proposed Decision that your request for

religious accommodation is based on a sincerely held religious belief.” As such, Mrs. Bartley did not provide additional information regarding her beliefs at the appeal stage.

41. On May 24, 2022, Mrs. Bartley, through counsel, submitted a formal request for reconsideration of the religious exemption denial, reiterating that Mrs. Bartley’s job duties require her to have limited to no interaction with co-workers and the public. Due to the impending threat of termination, the letter requested a response by the end of business on May 25, 2022.

42. On May 31, 2022, Tonya Robinson, the General Counsel for DOES, stated via email that its May 20, 2022 letter remains the “Final Decision” regarding Mrs. Bartley’s request for religious exemption to the Mandate.

43. Mrs. Bartley is imminently subject to discipline and termination after a 29-year career as a District employee as a result of the DOES denial of her religious exemption request.

Exemption Review Process

44. Defendants are forcing Mrs. Bartley to choose between her livelihood and property interest in her job and her sincere religious beliefs. Mrs. Bartley has suffered financial harm and mental and emotional distress due to Defendants’ arbitrary and capricious exemption review process and denial and due to a vaccine mandate that is unsupported by proper authority.

45. Defendants’ process of reviewing and denying religious accommodation requests is devoid of transparency, arbitrary, capricious, and is a clear abuse of power that shocks the conscience.

46. As evidence of Defendants’ intent to deprive Mrs. Bartley of her fundamental rights, it contended in another case that the District is not required to provide *any* religious exemptions. *See Booth v. Bowser*, No. 21-cv-01857 (TNM), 2022 U.S. Dist. LEXIS 48877, at *48

(D.D.C. Mar. 18, 2022) (granting plaintiffs' motions for preliminary relief for their Free Exercise claim).

47. Mrs. Bartley received the DCHR proposed denial and DOES final denial in May 2022 when the CDC COVID-19 Community Level was categorized as "low."

48. On information and belief, DCHR is issuing nearly identical proposed denial letters to all District employees that requested a religious exemption.

49. On information and belief, Defendants have implemented a policy whereby the District issues arbitrary and capricious proposed denial letters to all District employees that have requested a religious exemption.

50. The DC government utilized DCHR to issue "proposed denials" with the justification of undue hardship without analysis or inquiry into the specific job duties, responsibilities, and performance history of the specific applicant.

51. On information and belief, very few, if any, District employees are granted religious exemptions following an appeal of the proposed denial letter, when filed *pro se*.

52. On information and belief, many District employees who retain counsel to appeal the proposed denial letter are granted religious exemptions.

53. Defendants have a pattern of immediately granting religious accommodations to District employees who were initially denied religious accommodations after they commenced litigation to challenge the denial. *See e.g., Talbot v. Bowser et al.*, No. 1:22-cv-00595-TNM, ECF No. 8 (D.D.C. March 6, 2022) (defendant's notice of mootness based on granting plaintiff's religious exemption); *Byrne v. Bowser et al.*, No. 1:22-cv-00655-CKK, ECF No. 6 (D.D.C. April 6, 2022) (Notice of voluntary dismissal without prejudice based on the plaintiff, Sister Deirdre Byrne, POSC, M.D., having received the religious exemption from COVID vaccination sought).

54. Mrs. Bartley is unaware of the specific Defendant agency or official, or group of agencies or officials, reviewing their requests for religious exemptions, and what criteria are being utilized to issue denials.

55. Defendants' actions of citing a hodgepodge of authorities for the basis of the legality of the vaccine mandate; the inadequately short deadline for submitting appeals where the District has held the requests for four to six months or longer; pretextual, arbitrary, and capricious justifications for denials; threats of discipline and termination; and lack of a good-faith interactive process amount to a substantial burden on Mrs. Bartley's free exercise of their religious beliefs and practices.

FIRST CAUSE OF ACTION
Violation of the Religious Freedom Restoration Act
42 U.S.C § 2000bb-1

56. Mrs. Bartley hereby incorporates each and every allegation in the preceding paragraphs above as if fully set forth herein.

57. The District and its officials and agents are subject to RFRA because the District is a "covered" entity. 42 U.S.C. § 2000bb-2(2).

58. RFRA provides that the government may not "substantially burden" a person's exercise of religion, "even if the burden results from a rule of general applicability." 42 U.S.C. § 2000bb-1.

59. The Government is required to "demonstrat[e] that application of [a substantial] burden to the person . . . is the least restrictive means of furthering [a] compelling government interest." *See* 42 U.S.C. §§2000bb-1(a), (b).

60. RFRA broadly defines the “exercise of religion” to include “any exercise of religion, whether or not compelled by, or central to, a system of religious belief.” 42 U.S.C. § 2000bb-2(4) (citing 42 U.S.C. § 2000cc-5(7)(A)).

61. RFRA requires the Government to demonstrate that the compelling interest test is satisfied through application of the challenged law to Plaintiff, whose sincere exercise of religion is being substantially burdened. *See Gonzales v. O Centro Espirita Beneficente Uniao do Vegetal*, 546 U.S. 418, 430-31 (2006).

62. The Supreme Court has repeatedly articulated that courts may not question whether sincerely held religious beliefs are reasonable. *Burwell v. Hobby Lobby Stores, Inc.*, 573 U.S. 682, 724 (2014).

63. “The substantial-burden test asks whether the Government is effectively forcing plaintiffs to choose between engaging in conduct that violates sincerely held religious beliefs and facing a serious consequence.” *New Doe Child #1 v. Cong. of United States*, 891 F.3d 578, 589 (6th Cir. 2018). “[T]he Government substantially burdens an exercise of religion when it places substantial pressure on an adherent to modify his behavior and to violate his beliefs or effectively bars his sincere faith-based conduct.” *Id.* (internal quotation marks omitted).

64. The exercise of religion involves not only belief and profession but the performance of (or abstention from) physical acts for religious reasons.

65. Mrs. Bartley received a final denial from DOES after receiving a proposed denial from DCHR and is subject to imminent termination. Defendants’ denial of Mrs. Bartley’s religious exemption request is contrary to law and places a substantial burden on the exercise of her religion. Defendants cannot establish that burdening Mrs. Bartley’s religious beliefs is in furtherance of a

compelling government interest and is the least restrictive means of furthering that compelling government interest.

66. By denying Mrs. Bartley a religious accommodation, Defendants have caused, are causing, and will continue to cause irreparable harm and actual and undue hardship based on Mrs. Bartley's religious beliefs and substantially burden the exercise of her religion.

67. Mrs. Bartley holds sincere and genuine religious beliefs that prohibit her from receiving the COVID-19 vaccine. Mrs. Bartley applied for a religious exemption to the Mandate and submitted a timely appeal prior to receiving a final denial. Mrs. Bartley is facing imminent discipline and termination of her 29-year employment with the District.

68. Mrs. Bartley has no adequate remedy at law for the continuing deprivation of, and burden on, her most cherished constitutional liberties and sincerely held religious beliefs.

WHEREFORE, Mrs. Bartley respectfully prays for relief against Defendants as hereinafter set forth in her prayer for relief.

SECOND CAUSE OF ACTION
Violation of 42 U.S.C. § 1983
Violation of First Amendment Right to Free Exercise of Religion

69. Mrs. Bartley hereby realleges and adopts each and every allegation in paragraphs 1-54 above as if fully set forth herein.

70. Section 1983, enacted as part of the Civil Rights Act of 1871, provides: "Every person who, under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory or the District of Columbia, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress." 42 U.S.C. § 1983.

71. The First Amendment provides: “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof.” This clause has been incorporated against the states. *Cantwell v. Connecticut*, 310 U.S. 296 (1940). The Supreme Court has unambiguously held that the Constitution and Bill of Rights are in effect in the District. *See O’Donoghue v. United States*, 289 U.S. 516, 539-41 (1933).

72. Mrs. Bartley’s right to the Free Exercise of her religious beliefs is a clearly established right under the First Amendment.

73. Mrs. Bartley holds sincere and genuine religious beliefs that prohibit her from receiving the COVID-19 vaccine. Mrs. Bartley has applied for a religious exemption to Defendants’ Mandate.

74. Defendants’ actions of citing to a hodgepodge of authorities for the basis of the legality of the vaccine mandate; the inadequately short deadline for submitting appeals where the District has held the requests for four to six months or longer; pretextual, arbitrary, and capricious justifications for denials; threats of discipline and termination; and lack of a good-faith interactive process amount to a substantial burden on Mrs. Bartley’s free exercise of her religious beliefs and practices.

75. Defendant District utilized DCHR to issue “proposed denials” with the pretextual justification of undue hardship without an analysis or inquiry into the specific job duties, responsibilities, and performance history of the specific applicant.

76. DOES has questioned the sincerity of Mrs. Bartley’s religious beliefs without a proper inquiry or interactive process to request additional information. DOES unlawfully disregarded Mrs. Bartley’s statements articulating her sincere religious beliefs. Moreover, because

the proposed denial letter did not question the sincerity of Mrs. Bartley's religious beliefs, she did not provide additional information regarding her beliefs at the appeal stage.

77. Defendants' actions have substantially burdened Mrs. Bartley's free exercise of her religion.

78. Defendant District agencies and employees have deprived Mrs. Bartley of the Free Exercise of her religious beliefs while acting under color of law, specifically the District of Columbia Code, D.C. Act 24-346, and Mayor's Orders 2021-099 and 2021-147.

79. Mrs. Bartley has no adequate remedy at law for the deprivation of her most cherished constitutional liberties and sincerely held religious beliefs.

WHEREFORE, Plaintiff respectfully prays for relief against Defendants as hereinafter set forth in her prayer for relief.

PRAYER FOR RELIEF

WHEREFORE, Mrs. Bartley respectfully requests that this Court enter judgment in favor of her and against Defendants and:

- a. Order Defendants to make Mrs. Bartley whole by providing affirmative relief necessary to eradicate the effects of Defendants' unlawful employment practices.
- b. Order Defendants to make Mrs. Bartley whole by providing compensation for past and future pecuniary losses resulting from the unlawful employment practices described above, including but not limited to emotional pain, suffering, inconvenience, loss of enjoyment of life, humiliation, and loss of civil rights, in an amount to be determined at trial.
- c. Order Defendants to pay Mrs. Bartley punitive damages for the intentional, reckless and/or egregious conduct described above, in an amount to be determined at trial.

- d. Order Defendants to grant Mrs. Bartley a reasonable accommodation to the Mandate, and to remove all disciplinary measures from her personnel file.
- e. Permanently enjoin Defendants, their officers, agents, servants, employees, successors, and assigns, and all persons in active concert or participation with them, from discriminating against applicants and current or future employees based on their religious beliefs and/or their refusal to violate their religious beliefs, including but not limited to, in their current and future employee vaccination policies.
- f. Permanently enjoin Defendants, their officers, agents, servants, employees, successors and assigns, and all persons in active concert or participation with them from retaliating against applicants and current or future employees based on their opposition to any conduct made unlawful by RFRA, including but not limited to, from terminating current or future employees based on their religious beliefs and/or their refusal to violate their religious beliefs, and as part of their current and future employee vaccination policies.
- g. Order Defendants to institute and carry out policies, practices, and programs which provide equal employment opportunities for all employees, including but not limited to effective policies prohibiting religious discrimination and allowing for appropriate religious accommodation as part of their current and future employee vaccination policies, all of which eradicate the effects of Defendants' past and present unlawful employment practices.
- h. Order Defendants to institute and carry out policies, practices, and programs which provide equal employment opportunities for all employees, including effective policies prohibiting retaliation, including but not limited to as part of their current

and future employee vaccination policies, all of which eradicate the effects of Defendants' past and present unlawful practices.

- i. Grant Mrs. Bartley reasonable attorney fees and costs under 42 U.S.C. § 1988, 28 U.S. Code § 2412, and any other applicable authority.
- j. Order any such other relief as this Court may deem just and appropriate.

Dated: May 31, 2022

SIRI & GLIMSTAD LLP

/s/ Allison Lucas

Allison Lucas, Esq. (*pro hac vice* pending)

Ursula Smith, Esq. (*pro hac vice* pending)

200 Park Avenue

17th Floor

New York, New York 10166

Tel: (212) 532-1091

usmith@sirillp.com

alucas@sirillp.com

/s/ John R. Garza

John R. Garza

Bar ID: 398728

Garza Building

17 W. Jefferson Street, Suite 100

Rockville, Maryland 20850

Tel: (301) 340-8200 ext. 100

jgarza@garzanet.com

Attorneys for Plaintiff

DEMAND FOR JURY TRIAL

Plaintiff hereby demands trial by jury as to all triable claims.

Dated: May 31, 2022

SIRI & GLIMSTAD LLP

/s/ Allison Lucas

Allison Lucas, Esq. (*pro hac vice* pending)

Ursula Smith, Esq. (*pro hac vice* pending)

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17 W. Jefferson Street, Suite 100

Rockville, Maryland 20850

Tel: (301) 340-8200 ext. 100

jgarza@garzanet.com

Attorneys for Plaintiff

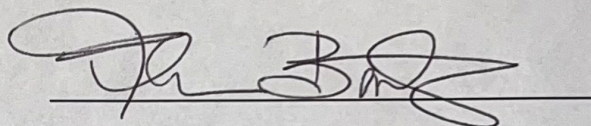
VERIFICATION

CHAVARA BARTLEY declares:

I, CHAVARA BARTLEY, a citizen of the United States and of Maryland, have read the foregoing Complaint and know the contents thereof and to myself, that the same is true to my own knowledge, and as to all matters on information and belief and I believe them to be true.

I verify under penalty of perjury that the foregoing is true and correct.

Executed on this 27th day of May 2022 in Prince George's County, Maryland.

A handwritten signature in black ink, appearing to read "Chavara Bartley", is written over a horizontal line. The signature is stylized and cursive.



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

如需翻译,请打电话 (202) 879-4828

Veillez appeler au (202) 879-4828 pour une traduction

Đề có một bài dịch, hãy gọi (202) 879-4828

번역을 원하시면, (202) 879-4828로 전화주세요. ຖ້າຕ້ອງ ຖ່າວາ ມີ ນັກ ທາຍ ທີ່ (202) 879-4828 ມາຮວດ



By

Date

09/15/2020

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

Veá 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

68 - Lea Complaint

TERRI LEA

Vs.

C.A. No. 2020 CA 003987 B

DISTRICT OF COLUMBIA et al

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

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.

John F. Pressley, Jr. #379716
7600 Georgia Avenue, N.W., Suite 206
Washington, D.C. 20012
(202) 723-8800
(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: 9/14/20DISTRICT OF COLUMBIA, et al. One of the defendants is being sued
in their official capacity.

Name: <i>(Please Print)</i> John F. Pressley, Jr.	Relationship to Lawsuit
Firm Name: Law Office of John F. Pressley, Jr.	<input checked="" type="checkbox"/> Attorney for Plaintiff
Telephone No.: (202) 723-8800 Six digit Unified Bar No.: 379716	<input type="checkbox"/> Self (Pro Se)
	<input type="checkbox"/> Other: _____

TYPE OF CASE: Non-Jury 6 Person Jury 12 Person JuryDemand: \$ 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****COLLECTION CASES**

- | | | |
|---|---|---|
| <input type="checkbox"/> 01 Breach of Contract | <input type="checkbox"/> 14 Under \$25,000 Pltf. Grants Consent | <input type="checkbox"/> 16 Under \$25,000 Consent Denied |
| <input type="checkbox"/> 02 Breach of Warranty | <input type="checkbox"/> 17 OVER \$25,000 Pltf. Grants Consent | <input type="checkbox"/> 18 OVER \$25,000 Consent Denied |
| <input type="checkbox"/> 06 Negotiable Instrument | <input type="checkbox"/> 27 Insurance/Subrogation | <input type="checkbox"/> 26 Insurance/Subrogation |
| <input type="checkbox"/> 07 Personal Property | <input type="checkbox"/> Over \$25,000 Pltf. Grants Consent | <input type="checkbox"/> Over \$25,000 Consent Denied |
| <input type="checkbox"/> 13 Employment Discrimination | <input type="checkbox"/> 07 Insurance/Subrogation | <input type="checkbox"/> 34 Insurance/Subrogation |
| <input type="checkbox"/> 15 Special Education Fees | <input type="checkbox"/> Under \$25,000 Pltf. Grants Consent | <input type="checkbox"/> Under \$25,000 Consent Denied |
| | <input type="checkbox"/> 28 Motion to Confirm Arbitration | |
| | Award (Collection Cases Only) | |

B. PROPERTY TORTS

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> 01 Automobile | <input type="checkbox"/> 03 Destruction of Private Property | <input type="checkbox"/> 05 Trespass |
| <input type="checkbox"/> 02 Conversion | <input type="checkbox"/> 04 Property Damage | |
| <input type="checkbox"/> 07 Shoplifting, D.C. Code § 27-102 (a) | | |

C. PERSONAL TORTS

- | | | |
|---|--|---|
| <input type="checkbox"/> 01 Abuse of Process | <input type="checkbox"/> 10 Invasion of Privacy | <input type="checkbox"/> 17 Personal Injury- (Not Automobile,
Not Malpractice) |
| <input type="checkbox"/> 02 Alienation of Affection | <input type="checkbox"/> 11 Libel and Slander | <input type="checkbox"/> 18 Wrongful Death (Not Malpractice) |
| <input type="checkbox"/> 03 Assault and Battery | <input type="checkbox"/> 12 Malicious Interference | <input type="checkbox"/> 19 Wrongful Eviction |
| <input type="checkbox"/> 04 Automobile- Personal Injury | <input type="checkbox"/> 13 Malicious Prosecution | <input type="checkbox"/> 20 Friendly Suit |
| <input type="checkbox"/> 05 Deceit (Misrepresentation) | <input type="checkbox"/> 14 Malpractice Legal | <input type="checkbox"/> 21 Asbestos |
| <input checked="" type="checkbox"/> 06 False Accusation | <input type="checkbox"/> 15 Malpractice Medical (Including Wrongful Death) | <input type="checkbox"/> 22 Toxic/Mass Torts |
| <input type="checkbox"/> 07 False Arrest | <input type="checkbox"/> 16 Negligence- (Not Automobile,
Not Malpractice) | <input type="checkbox"/> 23 Tobacco |
| <input type="checkbox"/> 08 Fraud | | <input type="checkbox"/> 24 Lead Paint |

SEE REVERSE SIDE AND CHECK HERE

IF USED

Information Sheet, Continued

C. OTHERS

- | | |
|---|---|
| <input type="checkbox"/> 01 Accounting | <input type="checkbox"/> 17 Merit Personnel Act (OEA)
(D.C. Code Title 1, Chapter 6) |
| <input type="checkbox"/> 02 Att. Before Judgment | <input type="checkbox"/> 18 Product Liability |
| <input type="checkbox"/> 05 Ejectment | <input type="checkbox"/> 24 Application to Confirm, Modify,
Vacate Arbitration Award (DC Code § 16-4401) |
| <input type="checkbox"/> 09 Special Writ/Warrants
(DC Code § 11-941) | <input type="checkbox"/> 29 Merit Personnel Act (OHR) |
| <input type="checkbox"/> 10 Traffic Adjudication | <input type="checkbox"/> 31 Housing Code Regulations |
| <input type="checkbox"/> 11 Writ of Replevin | <input type="checkbox"/> 32 Qui Tam |
| <input type="checkbox"/> 12 Enforce Mechanics Lien | <input type="checkbox"/> 33 Whistleblower |
| <input type="checkbox"/> 16 Declaratory Judgment | |

II.

- | | | |
|--|---|--|
| <input type="checkbox"/> 03 Change of Name | <input type="checkbox"/> 15 Libel of Information | <input type="checkbox"/> 21 Petition for Subpoena
[Rule 28-I (b)] |
| <input type="checkbox"/> 06 Foreign Judgment/Domestic | <input type="checkbox"/> 19 Enter Administrative Order as
Judgment [D.C. Code § | <input type="checkbox"/> 22 Release Mechanics Lien |
| <input type="checkbox"/> 08 Foreign Judgment/International | 2-1802.03 (h) or 32-151 9 (a)] | <input type="checkbox"/> 23 Rule 27(a)(1)
(Perpetuate Testimony) |
| <input type="checkbox"/> 13 Correction of Birth Certificate | <input type="checkbox"/> 20 Master Meter (D.C. Code § | <input type="checkbox"/> 24 Petition for Structured Settlement |
| <input type="checkbox"/> 14 Correction of Marriage
Certificate | 42-3301, et seq.) | <input type="checkbox"/> 25 Petition for Liquidation |
| <input type="checkbox"/> 26 Petition for Civil Asset Forfeiture (Vehicle) | | |
| <input type="checkbox"/> 27 Petition for Civil Asset Forfeiture (Currency) | | |
| <input type="checkbox"/> 28 Petition for Civil Asset Forfeiture (Other) | | |

D. REAL PROPERTY

- | | |
|--|--|
| <input type="checkbox"/> 09 Real Property-Real Estate | <input type="checkbox"/> 08 Quiet Title |
| <input type="checkbox"/> 12 Specific Performance | <input type="checkbox"/> 25 Liens: Tax / Water Consent Granted |
| <input type="checkbox"/> 04 Condemnation (Eminent Domain) | <input type="checkbox"/> 30 Liens: Tax / Water Consent Denied |
| <input type="checkbox"/> 10 Mortgage Foreclosure/Judicial Sale | <input type="checkbox"/> 31 Tax Lien Bid Off Certificate Consent Granted |
| <input type="checkbox"/> 11 Petition for Civil Asset Forfeiture (RP) | |

/s/ John F. Pressley, Jr.

Attorney's Signature

9/14/20

Date

**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

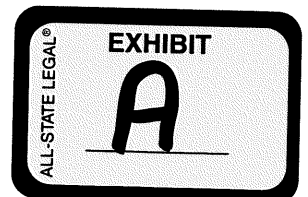
1. Plaintiff Lucas is an adult resident of the District of Columbia, residing at 326 Peabody Street, NE, Washington DC 20011.
2. Defendant District of Columbia is the governmental entity responsible for overseeing the administration of the District of Columbia Metropolitan Police Department, District 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 VRRRA 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),

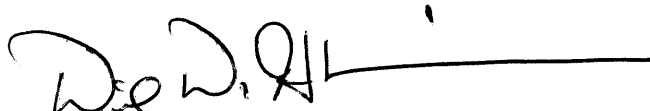
plus pre-judgment interest, post-judgment interest, attorney's fees and costs associated with bringing this action and such further relief which this Court deems appropriate.

A TRIAL BY JURY IS DEMANDED.

Respectfully submitted,

ALLAN EARL LUCAS, JR.

By:

A handwritten signature in black ink, appearing to read "D. D. Hudgins", written over a horizontal line.

Counsel

David D. Hudgins (DC Bar No.362451)
HUDGINS LAW FIRM, P.C.
515 King Street, Suite 400
Alexandria, VA 22314
(703) 739-3300 telephone
(703) 739-3700 facsimile
dhudgins@hudginslawfirm.com

Dated: October __, 2016

March 7, 2007

To: Ms. Wanda Moncrieff
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. Moncrieff,

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 furlough, I had to be restored to continue my original federal benefits. And that since I was not restored to OASD in 1978, none of my years of police service since 01/02/73, are creditable towards my retirement. What is going on, Ms. Moncrieff?

What does OPM mean by saying, "that I received a foulup but was not treated?" You sat with me and went through my career with me, to certify my years of service. You approved me for retirement. 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 C. 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,



cc: Senator Mitch McConnell

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ 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. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addre X <i>Allan B. Lucas II</i></p> <p>B. Received by (Printed Name) C. Date of Del</p>
<p>1. Article Addressed to: <i>D.C. Retirement Board 900 7th Street, N.W. 2nd floor Wash. D.C. 20001</i></p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number <small>(Transfer from si</small></p>	<p>7010 0290 0003 3048 4171</p>

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)



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, DC 20001
 MAILED FROM SC 0004222913 MAY 24 2010
 02 1M \$00.440
 0004222913 MAY 24 2010

2. Article Number (Transit Only)
1124 3037

PS Form 3811, August 2006

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Address

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? Yes No
 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

102595-02-M-154

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 For delivery information visit our website at www.usps.com

WASHINGTON, DC 20001

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Certified Fee	\$	2.80
Return Receipt Fee (Endorsement Required)	\$	2.30
Restricted Delivery Fee (Endorsement Required)	\$	0.00
Total Postage & Fees	\$	6.66

Postmark Here
 MAY 13 2010

Sent To
 Police & Firefighters' Retirement Relief Board
 Street Apt No. 441 4th St. N.W. Suite 340 North
 City, State, ZIP+4
 WASH. DC 20001

PS Form 3800, August 2006

260E h2T7 7000 07h7 6002

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:

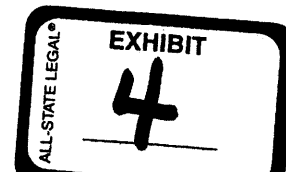
The District of Columbia Police and Firefighters' Retirement and Relief Board ("Board") is in receipt of your client's correspondence and has completed its investigation of the matter presented by Mr. Allan Lucas' former counsel, Karl Carter, Jr. Mr. Carter requested an adjustment of his client's pension 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



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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;

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- 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.

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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 January 1973, 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.

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- (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

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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

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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 sentence 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.

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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].

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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.

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The VRRRA 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 VRRRA 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. VRRRA 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

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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 VRRRA 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 VRRRA. 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 VRRRA 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)

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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

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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 VRRRA and USERRA.

Sincerely,



Pamela A. Brown
Assistant Attorney Advisor

PAB\

**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

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION

In the matter of:

TONYA BUTLER-TRUESDALE
1240 FAIRMONT STREET, NW
WASHINGTON, DC 20009

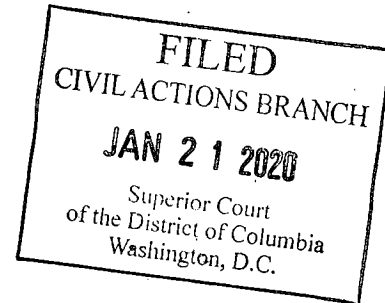
Pro Se Petitioner,

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN RESOURCES
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

and

DISTRICT OF COLUMBIA DEPARTMENT
OF HOUSING AND COMMUNITY
DEVELOPMENT
1800 Martin Luther King, Jr. Avenue, SE.
Washington, DC 20020

Respondents.



2020 00450

PETITION FOR REVIEW OF AGENCY DECISION

Notice is hereby given that Petitioner Tonya Butler-Truesdale, *pro se*, 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 January 10, 2019 and issued on January 14, 2019 regarding the Petitioner's appeal of her title, pay plan, grade, and occupational series. 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 Housing and Community Development ("DHCD") and on Monday, August 12, 2019 filed a classification appeal to amend pursuant to District Personnel Manual (DPM) Chapter 11A § 1110.4 (a) and (b). The Petitioner reserved the right to amend. Petitioner requested that DCHR:

1. Respond within the thirty-day timeline pursuant to DPM Chapter 11A § 1110.5;
2. Correct her current job title, classification, grade and step from 1101 Rental Property Program Specialist Career Service Grade 13 step 6 to 905 Regulatory Counsel or Attorney Advisor Legal Service Grade 15 consistent with the DPM, the OPM Occupational Series Handbook, DC Superior Court Rule 49 and her position description which contains over twenty-one duties that can only be performed by a licensed attorney;
3. Correct Petitioners step at Grade 15 to a step 10 pursuant to the Petitioner's superior qualifications and pursuant to DPM § 1128.9;
4. Correct my previous classification from 301 Career Service to 905 Legal Service;
5. Adjust her current compensation accordingly by placing her on the correct compensation schedule; and,
6. Provide a documentation to support the calculation of all retro-active compensation pursuant to the above corrections.
7. Finally, Petitioner requested that DCHR review the position description and recruitment description used to recruit for the Housing Provider Ombudsman position she previously occupied from September 26, 2011 to

September 30, 2018 and also correct that occupational series from 301 to 905.

As a result, DCHR performed a desk audit on, Monday, September 23, 2019. Angela McNair, accompanied by Michelle Calhoun both of DCHR conducted Petitioner's desk audit. Also on September 23, 2019, Petitioner served DCHR with an Amended Classification Appeal correcting her hire date and requested relief. Ms. McNair interviewed Petitioner's supervisor, Lauren Pair, by phone soon thereafter. On November 7, 2019 DCHR issued a Memorandum of Position Classification Review completed by Ms. McNair. The DCHR Memorandum of Position Classification Review arbitrarily and capriciously denying Petitioner's request for relief absent a statement of the case, any findings of fact, analysis of the numerous exhibits and conclusions of law. On November 8, 2019, although the DCHR Memorandum of Position Classification Review contained incorrect appeal rights, the Petitioner filed an appeal for the Director of DCHR to review the record.

On November 12, 2019 DCHR Zondie Pendarvis informed Petitioner that McEwan Mbambo was assigned to review the appeal for further evaluation. Mr. Mbambo scheduled a meeting with the Petitioner and her supervisor, Lauren Pair for November 26, 2019. On Monday, January 13, 2020 at 7:21pm DCHR issued an arbitrary and capricious classification appeal decision denying all the Petitioner's requested relief absent a statement of the case, any findings of fact, analysis of the numerous exhibits and conclusions of law.

In appreciation of the inability of DCHR to fairly adjudicate the issue within the executive branch pursuant to its own DPM due to repeated abuses in discretion and the repeated

issuance of memorandums not in accordance with DC Superior Court Rule 49 requiring anyone performing the duties of her current position description as a Housing Regulation Administration Rental Accommodation Division Rental Property Program Specialist and her immediately previous assignment as the District of Columbia Housing Provider Ombudsman to be a licensed attorney in the District of Columbia, the Petitioner hereby files this Petition for Review of the DCHR Final Decision dated and issued on January 13, 2020 and asks this court to reverse DCHR's decision and award relief consistent with the loss of wages and resulting interest that could have been earned, training opportunities, lateral and promotion opportunities, and the loss of the portion of the 5% retirement contribution based on an incorrect base salary.

Petitioner also asks this court to order DCHR and DHCD to restore any and all annual leave Petitioner uses to prosecute this claim along with all cost (including but not limited to postage, copying, transportation to and from court, cost of all stress related clinical therapy not covered by medical insurance (insurance deductible and copay) and attorney's fees should the *pro se* Petitioner later secure counsel in this matter) and grant any other relief the court deems appropriate.

Finally, Petitioner reserves right to amend the petition as the Respondent continues to demand that the Petitioner provide legal counsel without compensation and more information may be secured regarding DCHR's failure to equitably adjudicate classification appeals.

I declare (certify, verify or state) under penalty of perjury that the foregoing is true and correct.

Address of Respondent Agencies:

DC Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

DC Department of Housing and Community
Development
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, DC 20024

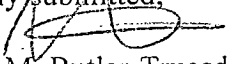
Names and addresses of parties or attorneys to be served:

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 Housing and Community
Development
1800 Martin Luther King Avenue, Jr., S.E.
Washington, DC 20020

Respectfully submitted,


/s/ Tonya M. Butler-Truesdale, Esq
Tonya M. Butler-Truesdale, Esq
1240 Fairmont Street, NW
Washington, D.C. 20009
(202) 816-9130 phone

CERTIFICATE OF SERVICE

I hereby certify that on this 21st day of January 2020 a copy of the foregoing was served on the following by first-class mail:

Karl A Racine
District of Columbia
Office of the Attorney General
441 4th Street, NW, Suite 1100S
Washington, D.C. 20001

Mayor Muriel Bowser
1350 Pennsylvania Avenue, NW
Suite 316
Washington, DC 20004

District of Columbia Government
Department of Human Resources
1015 Half Street, S.E., 9th Floor
Washington, DC 20003

District of Columbia
Department of Housing and Community Development
1800 Martin Luther King Avenue, S.E.
Washington, DC 20020

Office of Risk Management
ATTN: Claims
441 4th Street, NW, Suite 800 South
Washington, DC 20001

Respectfully Submitted,

/s/ Tonya M. Butler-Truesdale
Tonya M. Butler-Truesdale, Esq.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL
DIVISION**

In the matter of:)
TONYA BUTLER-TRUESDALE)
1240 FAIRMONT STREET, NW)
WASHINGTON, DC 20009)
<i>Pro Se Petitioner,</i>)
)
)
DISTRICT OF COLUMBIA)
DEPARTMENT OF HUMAN RESOURCES)
1015 Half Street, S.E., 9th Floor)
Washington, DC 20003)
)
and)
)
DISTRICT OF COLUMBIA DEPARTMENT)
OF HOUSING AND COMMUNITY)
DEVELOPMENT)
1800 Martin Luther King, Jr. Avenue, SE.)
Washington, DC 20020)
<i>Respondents.</i>)

Exhibit List

**Final Document Presented as Evidence that Petitioner is Expected to Perform Attorney Duties
After Final Agency Determination and Prospectively**

1. January 9, 2020 Email from Rent Administrator seeking Legal Advise for Response to None Government Attorney Seeing Legal Advice for A Private Client Offered As Evidence that Violation is Ongoing.

**The following documents were presented to DCHR for review and confirmed as part of the
record for review.**

- 2. January 10, 2020 Memorandum signed by Ventris Gibson
- 3. November 7, 2019 Memorandum signed by Zondie Pendarvis
- 4. August 10, 2019 Classification Appeal

5. August 24, Amended Classification Appeal (Exhibits A-G)
 - A. Rental Property Program Specialist Position Description
 - B. DC Form 8 for Rental Property Program Specialist Position Description
 - C. Housing Provider Ombudsman Position Description
 - D. July 28, 2011 Thank You Letter to Angela Nottingham offered as proof that I wasinterviewed by all Attorneys.
 - E. DC Form 8 from DCRA offered to Prove that the Former RAD Unit Converted all Employees to the 900 Legal Series
 - F. DCRA June 2019 Section of The Public Employee Salary Disclosure showing employees in Legal Service
 - G. 2011 and 2018 DC Form 8 for Housing Provider Ombudsman Offered to Show that Position Erroneously Classified Twice (300 Series and 1100 Series).

6. November 18, 2019 Appeal of decision from Zondie Pendarvis (including Exhibits A-H)
 - A. DHCD Attorney Registration for American Bar Association Conference
 - B. OAG Class Enrollment Email
 - C. Invitation from DHCD General Counsel to OAG Training
 - D. Rental Housing Act Rent Control Email
 - E. Request for Comment and Review
 - F. Agency Subpoenas Requests
 - G. Handbook of Occupational Groups and Families and 962 Rental Accommodation position Description
 - H. Classification Appeal Rights from DPM offered as proof that DCHR gave improper appeal rights

7. Employee Desk Audit Questions received from Angela McNair

8. September 23, 2019 Rental Property Program Specialist and Attorney Advisor Position Comparison Chart and Exhibits given to Angela McNair (including Exhibits 1-14)
 1. Two Notices of Disapproval of 70% Voluntary Agreement
 2. Loan Commitment Assignment
 3. Email from Rent Administrator and Amending Comments Offered as Proof of Participation with Legislative Amendments
 4. Email from OTA Regarding Participation in Rule Making for Small Building Program Regulations
 5. April 8, 2019 PowerPoint Presentation presented to Deputy Director, General Counsel and Deputy Director for Operations on Maximizing Housing Regulation Administration
 6. Proof of Bar Membership Found in DCHR Personnel Folder with Personnel Action Records
 7. DCHR Personnel Folder with Personnel Action Records
 8. Housing Provider Ombudsman Position Description
 9. RAD Rental Housing Act Sunset Memorandum Co-authored and edited with Rent Administrator and Rental Program Policy Specialist Colleague
 10. Proof of DC Bar Community Leadership Position
 11. Proof of Procurement Involvement in Developing Vendor Evaluative Criteria
 12. Proof of Authorship of 2019 Housing Provider Ombudsman Annual Report
 13. Proof of Role Model and Highly Effective Performer Performance Assessments

Butler-Truesdale, Tonya (DHCD)

From: Butler-Truesdale, Tonya (DHCD)
Sent: Thursday, January 16, 2020 9:54 AM
To: Pair, Lauren (DHCD)
Subject: RE: Happy New Year! and question

Greetings Lauren:

I am struggling. As usual I am eager to assist but I suspect her questions might require substantive legal analysis typical of the LA-905 series. My understanding of Dr. Hawkins' memorandum is that DCHR believes my duties are unrelated to DC Superior Court Rule 49. If I am not an agency attorney, I suspect I should not render an opinion. I have no idea how to move forward. Please help.

Further, there are a few preliminary questions regarding the property that may yield a more reliable answer. Do you want to arrange a phone conference with her once we determine if the inquiry falls within expert technical knowledge of statutory and regulatory procedures of the Rental Housing Act of 1985?

I want to remain a vital part of the team but don't know how.

Tonya

Tonya M. Butler-Truesdale, Esq.
Rental Property Program Specialist
Housing Regulation Administration
Rental Accommodation Division
District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
(p) 202-442-7214 | (f) (202) 645-5870
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>



From: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Sent: Wednesday, January 15, 2020 5:51 PM
To: Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>
Subject: FW: Happy New Year! and question

TBT—

This attorney is a former colleague. I have no idea how to respond to her question. Do you have any ideas or guidance?

Sent: Thursday, January 09, 2020 5:26 PM

To: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>

Subject: Happy New Year! and question

CAUTION: This email originated from outside of the DC Government. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to phishing@dc.gov for additional analysis by OCTO Security Operations Center (SOC).

Hi Lauren,

Hope your holidays were good and that your year is off to a great start!

The client with the DC rental issue flaked on me (again), so we are just now picking up the issue again.

You may recall, client is an estate – the decedent did not always follow the applicable rules. So, the estate has a house in DC that we believe has too many occupants (in excess of existing occupancy permit).

We want to get the property properly licensed and permitted. Do you think it would make sense to first try to get an occupancy permit for the actual number of units located in the property -and then file for the business application? We're concerned that when we file for the business license, that will lead to an inspection – and the inspection will result in finding that there are too many people living there. If that happens, and we can't get a modified occupancy permit – not even sure how we would reduce occupancy while also satisfying TOPA. Ugh.

By the way, this is a MD estate, with an ancillary DC probate file (due to DC real estate).

Thank you!!

DC DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

Office of the Director

To: Tonya M. Butler-Truesdale, Department of Housing & Community Development

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

Date: Friday, January 10, 2020

Subject: Classification Appeal Decision

This memorandum is in response to your November 8, 2019, email classification appeal. The Department of Human Resources (DCHR) reviewed the information you submitted and conducted interviews with you and your supervisor, and information prepared by DCHR Classification Team. Based on our review we have concluded and finalized that your position is properly classified as a Rental Property Program Specialist, CS-1101-13.

We based our decision on the following duties and responsibilities that you accomplish:

- You prepare administrative orders and render advice and assistance on these matters to the Rent Administrator.
- You prepare administrative orders for voluntary agreement petitions where a decision on whether the facts meet the criteria in the rent stabilization statute (DC Code §42-3502.02). This is necessary for DHCD to approve voluntary agreements that settle disputes between housing providers and tenants.
- You advise housing providers (landlords) of their responsibilities for complying with the requirements of the Rental Housing Act, and tenants on whether their landlords comply with the statute or how to file complaints against their landlords.
- You advise the Rent Administrator on potentially controversial legal and statutory issues involving tenants and landlords.
- You draft and develop rental housing legislation, regulations and policies for the agency.

The work of your position requires expert technical knowledge of statutory and regulatory procedures of the Rental Housing Act of 1985 to provide proper advice and assistance but does not entail the level of substantive legal work that are typical of the LA-905 series. The District government has several types of positions classified with duties that require interpretation of laws, writing and/or reviewing of statutes; as well as, reviewing and revising policy and legislation. Similar duties can be found in positions; such as, Human Resources Specialist (Policy),

Classification Appeal Decision

Legislative and Policy Analyst, Program and Policy Analyst, and Policy Analyst. The qualification requirement for these types of positions do not require an attorney to perform the required duties. Incumbents assuming such roles are aware from the onset that these positions are not recognized as legal positions and are classified in varied occupational series.

As provided in § 1110.06 of Chapter 11 of the D.C. personnel regulation, Classification, you may appeal this final decision at D.C. Superior Court. If you have any questions regarding this matter, please free to contact Zondie Pendarvis, Acting Human Resources Manager for Classification, on (202) 727-1599 or by email at Zondie.Pendarvis@dc.gov.


Attachment: Rental Property Program Specialist Position Description

cc: Dr. Keisha Hawkins, DCHR
Zondie Pendarvis, DCHR
Lauren Pair, Esq., DHCD
Drew E Hubbard, DHCD
Antilecia O'Neal, DHCD

DC DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

Human Resources Solutions Administration

To: Tonya Butler-Truesdale, Department of Housing and Community Development
From: Zondie Pendarvis, Acting HR Manager 
Date: Thursday, November 7, 2019
Subject: Position Classification Review

The Human Resources Solutions Administration (HRSA) of the DC Department of Human Resources (DCHR) has completed a classification review of your position of Rental Property Program Specialist, CS-1101-13.

After a careful review of the work currently assigned to and performed by you, we have determined that your position is properly classified as Rental Property Program Specialist, CS-1101-13. Please find attached copies of the position description and the position evaluation statement for your record.

Please note that you have the right to appeal this classification decision within 15 calendar days of the date of the letter, by submitting a request to the Director of DCHR, and justifying your case for the appeal.

If you have any questions regarding this matter, please don't hesitate to contact me on (202) 727-1599 or by email at Zondie.Pendarvis@dc.gov.

Attachment:
Position Description
Position Evaluation Statement

cc: DHCD HR Advisor

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)						1. Agency Position No.				
2. Reason for Submission <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> New <input type="checkbox"/> Re-Establishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		4. Employing Office Location Washington, D.C.		5. Duty Station Washington D.C.		6. Certification No.		
Explanation (show any positions replaced)			7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> MSS <input type="checkbox"/> Excepted <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Identical Additional Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
			8. Collective Bargaining Unit (CBU) Code: XAA		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		13. Competitive Level Code	
							14. Job Code JCH# 556069			
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		Rental Property Program Specialist			CS	1101	13	dg	2/21/18	
c. Intermediate Authority										
d. Field Office										
e. Recommended by Supervisor or Initiating Office		RENTAL PROPERTY PROGRAM SPECIALIST			CS	0301	13			
16. Organizational Title of Position (if different from official title) (optional)										
17. Department, Agency or Establishment DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT					c. Third Subdivision					
a. First Subdivision RENTAL ACCOMMODATIONS DIVISION					d. Fourth Subdivision					
b. Second Subdivision HOUSING REGULATIONS ADMINISTRATION					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					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Polly Donaldson, Director, DHCD					
Signature _____ Date _____					Signature <i>Alexandra Polly Donaldson</i> Date <i>2/21/18</i>					
19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et. seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."					20. Standards Used in Classifying/Grading Position OPM Handbook of Occupational Groups and Families, 5/2009, PC Series Definition CS-1101, General Business and Industry Series; Guide for the Evaluation of Program Spec. Positions, TS-70, 10/67; Primary Standard.					
Typed Name and Title of Official Taking Action Dana Green, Human Resources Specialist (Classification)										
Signature <i>Dana Green</i> Date <i>2/21/18</i>										
21. Position Review		Signature		Date		Signature		Date		
a. Employee (optional)										
b. Supervisor										
c. Classifier										
22. Remarks (optional) No known promotion potential. Suitability sensitivity designations have not been assigned as of this date for DHCD.										
23. Description of Major Duties and Responsibilities (see attachment)										

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

This position is located in the Department of Housing and Community Development (DHCD), Housing Regulation Administration, Rental Accommodations Division (RAD). The Rental Accommodations Division administers statutes, regulations, and legislation governing rent stabilization and rental unit registration of rental accommodations in the District of Columbia.

The incumbent serves as an expert technical adviser on the administration of the Rental Housing Act of 1985 (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) and its attendant regulations (14 DCMR §§ 38-44 et seq., 2004 ed., as amended). The position involves unusual, sensitive, controversial, or other complex issues associated with rent stabilization and rental accommodations, including reviewing applications, petitions, and retaliatory actions, disputed timeframes, violations of the Rental Housing Act, complaint mediation, and drafting and developing legislation, regulations, and policies.

MAJOR DUTIES

Coordinates complex projects and programs facilitating or monitoring rent stabilization and rental property registration. Reviews, researches, and applies governing laws, regulations, policies and procedures, identifying barriers related to compliance. Utilizes a variety of investigatory and fact-finding techniques. Develops recommendations for modifying and otherwise improving program processes and procedures. Prepares complex correspondence, administrative orders, and position papers, drafts regulations, legislation, and proposals designed to improve division processes.

Conducts legal research as required to identify and retrieve information necessary to support legal decision-making. Analyzes, and evaluates complex applications, complaints, and petitions associated with rent stabilization, rental registration, and petitions. Responds to inquiries from tenants, housing providers, agents, developers, realtors, attorneys, advocacy groups, agency staff, and other stakeholder groups.

Provides authoritative guidance, analyses, and interpretation related to sensitive, controversial and/or complex rental property matters, particularly those associated with rental properties and rent stabilization. Promotes consumer awareness concerning program functions, and participates in public outreach informing stakeholders on rent control and rental registration requirements. Furnishes information and statutory requirements to housing providers and tenants. Assists stakeholders with understanding and complying with governing laws, regulations, procedures and policies associated with rent control and rental registration.

Works independently or collaboratively with division/agency staff, Federal and District agencies, and others, as required to complete extensive and complex research, investigations, and to develop reports on specific rental property issues and concerns.

Participates in the development of long/short range plans, goals, and objectives for the division; and in monitoring and making necessary modifications and/or updates to ensure

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

policies remain consistent with changes in laws, regulations, etc. Keeps the Rent Administrator abreast of findings, and unusual, sensitive and/or controversial issues that arise.

Conducts research, analyses data, and implements projects to meet identified division information needs. Evaluates the operations, functions, workload, and productivity of various division operations and submits findings, program proposals, and action plans. Provides technical assistance and expertise in the conduct of feasibility studies and program evaluation activities.

Performs reviews and/or investigations, as directed, of sensitive, controversial, or exceptionally complex actions. Considers, prior to submitting recommendations and proposals to the Rent Administrator of the validity and impact of the concerns of tenants, housing providers, developers, political leaders, the public, stakeholders, and others. Investigates and monitors issues of non-compliance with requirements and recommends appropriate action.

Compiles data and prepares technically authoritative periodic reports and prepares responses to complex and sensitive correspondence and/or inquiries for signature of the Rent Administrator.

Acts as a liaison, conferring with landlords, tenants, attorneys and representatives of the agency, Federal, and other District agencies to provide information on policies or to informally resolve problems that do not require adjudication. Within the parameters of delegated authority, acts on behalf of the Rent Administrator to coordinate matters with representative organizations and associations of landlords, tenants, attorneys, and other interested groups on complex matters under the purview of the Rent Administrator such as registration statements for housing accommodations as prescribed by the law, petitions and complaints.

Discusses and explains complex code provisions and departmental procedures to staff members to ensure division staff is thoroughly conversant with code requirements and enforcement methods. Provides training, as assigned that promotes and enhances tenant awareness, education and satisfaction related to conversion processes; and tenant understanding of issues related to the financial and administrative aspects of homeownership.

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the mission, goals and objectives, principles and requirements of DHCD and the RAD as they relate to administering the Rental Housing Act of 1985, as amended, sufficient to serve as technical advisor for the agency.

Expert knowledge and skill in applying analytical and evaluative methods and techniques for problem-solving, interpreting policy, performing legal research, information gathering,

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

making recommendations and determinations resolving complex actions based on statutory and regulatory provisions, including the ability to develop, review, and analyze reports, program efficacy and effectiveness, and correspondence.

Expert knowledge of existing rent control and rental registration statutes, regulations, and policies, and the ability to assess and evaluate the content and impact of new or modified legislation on division program areas. Ability to recommend improvement strategies and implementing legislation into program goals, actions, and services.

Comprehensive knowledge of quantitative and qualitative methods and procedures sufficient to complete data collection and analyses of projects.

Excellent written and oral communication skills to produce investigative findings, determinations, corrective recommendations, legal analyses, and administrative orders.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under the general direction of the Rent Administrator who defines overall objectives and goals. The incumbent carries out assignments, resolves most conflicts that arise and coordinates the work appropriately based upon incumbent's specialized knowledge and expertise in research, evaluation, and data analysis. The incumbent is expected to demonstrate initiative, creativity, and sound judgment in planning, developing, and implementing short-term and long-range objectives; and to keep the Rent Administrator informed of potentially controversial findings, issues, or problems of wide impact. Work is reviewed for overall feasibility, compatibility with other work and organizational goals and objectives or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Guidelines consist of a wide variety of District/Federal laws, policies, and legislative mandates, particularly those associated with the Rental Housing Act of 1985 (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) and its attendant regulations (14 DCMR §§ 38-44 et seq., 2004 ed., as amended). Guidelines frequently overlap as they relate to specific assignments. The incumbent exercises sound judgment in interpreting and adapting policies, regulations, precedents and work instructions and other guides for specific cases or problems, and recommends changes to policies and procedures and other practices to improve service delivery.

FACTOR 4. COMPLEXITY

Projects involve completion of special assignments, studies, and legal research involving many different and unrelated processes and methods to address and evaluate complaints, including compliance, real estate law, construction law, retaliation and coercion, contract law, and other related issues, requiring substantive analyses and applications of relevant statutes and regulations. Issues are often complicated by uncertainties and approaches related to conflicting, missing and inconsistent data, evolving situations and conflicts or

RENTAL PROPERTY PROGRAM SPECIALIST CS-1101-13

changes in regulations, legislation, requirements, policies or timelines. The work requires establishing criteria, developing new information and originating approaches which may serve as precedent, as appropriate. Work requires problem-solving, and originating new techniques, criteria or information.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide expert analyses, evaluation, and advice on complex rental property issues. The work involves isolating and defining unknown conditions related to complaints of a controversial or sensitive nature and resolving critical problems arising in the rent stabilization and rental registration processes. The work affects the accuracy, reliability, acceptability and integrity of the conversion and sale processes, and the work of technical experts and the well-being of substantial numbers of tenants and housing providers.

FACTOR 6. PERSONAL CONTACTS

Contacts are with agency staff, tenants, housing providers, property managers, attorneys, tenant/community organizations, Federal and other District agencies, and others involved in the rental property operations under the purview of the Rent Administrator.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to provide analyses, evaluations, and technical expertise related to complex rental property matters, plans and proposals, policy and regulation interpretation, and to present controversial and critical observations, findings, and recommendations for substantial changes in program operations. Contacts often require persuasion, diplomacy, and cooperative relationships to educate stakeholders.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary, however there is walking, standing, bending or carrying of light items such as books, papers, files, boxes, and notebooks.

FACTOR 9. WORK ENVIRONMENT

The work is typically performed in an office or conference room setting, however, the incumbent may be required to conduct some onsite investigations.

Education and Experience

Applicants must have at least one (1) year of specialized experience equivalent to the grade 12 level, or its non-District equivalent. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience may include experience such as : work requiring advanced knowledge of business and trade practices and the characteristics and use of

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

property; work requiring the provision of advisory/expert services pertinent to the review, interpretation, administration of property conversion matters involving multi-unit rental property; provision of liaison services with landlords, tenants, attorneys and other concerning residential properties and/or associated economic development issues which do not require adjudication; the review, evaluation, and/or assessment of current/proposed District/Federal laws, regulations, codes, and statutes related to rental housing and conversion; research, interpretation and synthesizing and/or comparison of information as needed to evaluate, assess feasibility and/or modify business/functional requirements and policies; or related work experience.

OR

An equivalent combination of education and experience.

Licensure/Certification:

None

Other Significant Facts

Suitability sensitivity designation has not yet been assigned for the DHCD agency

Position Evaluation Statement

Employee Name: Tonya Butler-Truesdale
Current Position: Rental Property Program Specialist, CS-1101-13
Employee Agency: Department of Housing and Community Development

INTRODUCTION

DCHR received a position classification appeal from Ms. Tonya Butler-Truesdale, who is employed as a Rental Property Program Specialist, CS-1101-13. DCHR conducted a desk audit on September 23, 2016 with Ms. Butler-Truesdale to assess the claims of her appeal. In addition, a subsequent interview with her supervisor, Ms. Laura Pair was held via conference call on September 26, 2019. Ms. Butler-Truesdale's appeal is based on her belief that her current position as a Rental Property Program Specialist needs to be converted to a legal position as an Attorney Advisor, LA-905-15. Ms. Butler-Truesdale is in agreement that the current position she holds is classified correctly, however, due to the additional duties she has elected to perform, she feels the position should be under the legal classification for current and future recruitment.

POSITION INFORMATION

Tonya Butler-Truesdale is currently performing the primary functions for the program assignments for the Housing Regulation Administration, Rental Accommodations Division (RAD), conducting research, data analyses, project implementation, develops technically authoritative reports, reviews and investigates the validity and impact of the concerns of tenants, housing officials, developers, political leaders, etc. Investigates non-compliance with requirements and recommends appropriate action. Evaluates the operations, functions, workload, and action plans, as well as, completes feasibility studies and program evaluation activities. Provides training that promotes and enhances tenant awareness, education, and satisfaction relation to conversion processes and understanding issues related to the financial and administrative aspects of homeownership.

CLASSIFICATION STANDARDS REFERENCED

Handbook of Occupational Groups and Families, December, 2018, 1100 Business and Industry Group.

US Office of Personnel Management, Guide for the Evaluation of Program Specialist Positions, TS-70 October 1967.

US Office of Personnel Management Administrative Analysis Grade Evaluation Guide, TS-98 August 1990.

POSITION EVALUATION STATEMENT – Tonya Butler-Truesdale**SERIES, TITLE, AND STANDARD DETERMINATION**

The incumbent performs a variety of specialized administrative, technical, and management support assignments consistent with the CS-301 series; however, the work is most closely and specifically related to the work of the CS-1100 series, General Business and Industry Series. By definition, the CS-1100 group series includes all classes of positions with duties of which are to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; the provision of advisory services; the examination and appraisal of merchandise or property; and the administration of regulatory provisions and controls.

The paramount duties of this position primarily involve the provision of expert analyses, evaluation and technical expertise and liaison services on complex rental property issues such as those involving rental stabilization and registration processes. The work requires a knowledge of real estate laws, principles, and practices, such as those related to the mission, goals, and objectives, and principles related to DHCD/RAD operations as they relate to administering the Rental Housing Act of 1985 sufficient to serve as an expert technical advisor and liaison.

Close in nature to the CS-1100 series type positions (i.e., CS-1170), the work of the position the series does not fully meet any one specific series within the CS-1100. In such a case, the position is appropriately placed in the "01" group series. 1101 – General Business and Industry Series. This series covers all classes of positions the duties of which are to administer, supervise, or perform: (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided.

Tonya Butler-Truesdale, asserted that the position performs professional legal work and should be classified as an LA-905-15. The work of this position does involve providing consultation, liaison, and coordination services in the review, interpretation, administration of property conversion matters, liaison services, etc. with landlords, tenants, and/or attorneys of matters which do not require the incumbent to adjudicate.

Laura Pair, Rent Administrator for Rental Accommodations Division, Housing Regulations Administration and manager of Ms. Butler-Truesdale, is in agreement with Ms. Butler-Truesdale that the position should be classified under the legal standards as a result of her being a licensed and barred attorney. Ms. Pair, advised that the legal work performed by Ms. Butler-Truesdale consist of, writing statutory language and critiques. However, there is no litigation performed or required of the position. The information provided does not suggest or support a high level of legal work required, therefore, is not enough to substantiate the position as a legal position.

POSITION EVALUATION STATEMENT – Tonya Butler-Truesdale

GRADE DETERMINATION

The GS-1101 series does not contain grade level criteria. In accordance with the Introduction, an appropriate general classification guide or criteria in a standard for related work should be used if there are no specific criteria to determine the grade level. The grading criteria for the Administrative Analysis Grade Evaluation Guide (AAGEG), which provided criteria for nonsupervisory staff administrative analytical, planning and evaluative work for grades GS-9 and above.

The Administrative Analysis Grade Evaluation Guide (AAGEG) is written in the Factor Evaluation System (FES) format, under which factor levels and accompanying point values are assigned for each of the nine factors. The total point values are converted to a grade level by utilizing the grade-conversion table provided in each standard. Under this system each factor-level description demonstrates the characteristics required to receive points for each grade level. If the position does not meet the criteria in a factor-level description, it is then credited at a lower level.

Factor 1, Knowledge required by the Position-Level 1-8-1550 points

This factor measures the nature and extent of information or facts an employee must understand to do acceptable work and the nature and extent of skills needed to apply that knowledge.

The position at Level 1-8, the work requires expert knowledge of the mission, goals, objectives, principles, and requirements of DHCD and the RAD program. Ms. Butler-Truesdale's position requires her to serve as a technical advisor for the agency as it relates to effectively administering the Rental Housing Act of 1985. Ms. Butler-Truesdale operates as an expert analyst who has mastered and applies analytical and evaluative methods and techniques for problem-solving, interpreting policy, performing legal research, gathering information, making recommendations to statutes, developing and analyzing reports and data for program efficacy and effectiveness.

Factor 2, Supervisory Controls-Level 2-5-650 Points

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility for carrying out assignments, and how completed work is reviewed.

At level 2-5, Ms. Butler-Truesdale is recognized as an authority in the analysis and evaluation of programs and issues related to RAD. Ms. Butler-Truesdale is delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by Ms. Butler-Truesdale are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals.

POSITION EVALUATION STATEMENT – Tonya Butler-Truesdale

Factor 3, Guidelines-Level 3-4-450 Points

This factor covers the nature of guidelines used and the judgment needed to apply them.

At level 3-4 guidelines consist of a wide variety of District/Federal laws, policies, and legislative mandates associated with the Rental Housing Act of 1985. Ms. Butler-Truesdale position requires her to use judgment and discretion in determining intent, and in interpreting and revising existing policies, regulatory guidance, reviewing proposed legislation, and regulations which would significantly change the basic character of the agency.

Factor 4, Complexity-Level 4-6-450 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.

Ms. Butler-Truesdale's position involves completion of special assignments and projects, studies, and legal research involving many different and unrelated processes and methods required to address and evaluate complaints, compliance, real estate law, construction law, contract law and other RAD related issues. The position requires substantive analysis and application of relevant statutes and regulations.

Factor 5, Scope and Effect Level 5-5-325 Points

This factor covers the relationship between the nature of the work and the effect of the work products or services both within and outside the organization.

Ms. Butler-Truesdale work involves providing expert analyses, evaluation, and advice on complex rental property issues. Her work involves identifying and developing ways to resolve critical problems that may arise in the rent stabilization and/or registration process. Ms. Butler-Truesdale is responsible for the evaluation, effectiveness, and efficiency of the program operations for RAD.

Factor 6 and 7: Personal Contacts and Purpose of Contacts

The Guide combines the point values for these two factors into a matrix. For this reason, the factors are addressed jointly.

Factor 6 –Level 3 includes face-to-face contact with RAD Administrator, agency staff, tenants, housing providers, property managers, attorneys, tenant/community organizations, Federal and District agencies and others involved in the rental property operations.

The purpose of the employees' contacts matches Level C. At this level the employee provides technical advice and influence managers and other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness.

Factor 8, Physical Demand- 5 Points

POSITION EVALUATION STATEMENT – Tonya Butler-Truesdale

This factor covers the requirements and physical demands placed on the employee by the work assignment.

The employees' position matches Level 8-1; that is, the work is primarily sedentary. The work at this level also requires walking and standing in conjunction with travel to attend meetings, and conferences away from the work site.

Factor 9, Work Environment-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 employees' position matches Level 9-1 where the work is performed in an adequately lighted, heated, and ventilated office setting.

Classification Decision

Ms. Butler-Truesdale's position is given the total credit of 3435 points within the GS-13 range (3155-3600) on the grade conversion table provided in AAGEG.

Therefore, based on the forgoing analysis, the employee's position is properly classified as a Rental Property Program Specialist, CS-1101-13.

The employee reserves the right to appeal under Chapter 1110 section -1101.1 Position Classification Appeals.

Prepared by: Angela D. McNair
Human Resources Specialist (Classification)

Date: 11/07/2019

Classification Appeal

Employee Name:	Tonya M. Butler-Truesdale, Esq.
Work Phone:	(202) 442-7214
Employee ID Number:	[REDACTED]
Address:	1240 Fairmont Street, NW Washington DC 20009
Assigned Job Title:	Rental Property Program Specialist
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Former Assigned Job Title:	Housing Provider Ombudsman
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Current Position:	Rental Housing Program Property Specialist CS-301-13
Requested Correction:	Regulatory Counsel/Attorney Advisor LS-905-14
Former Position:	Housing Provider Ombudsman, CS- 301-13
Requested Correction:	Housing Provider Ombudsman LS- 905-14
Supervisor:	Lauren Pair, District of Columbia Rent Administrator

The classification code assigned does not accurately reflect the purpose and general responsibilities of my position. The assigned pay grade for my job position title is not appropriate for my position. The assigned job title is not appropriate for the job description. Pursuant to DPM Chapter 11A Section 1110.4 (a) and (b), I am appealing

my classification, grade, and the erroneous schedule assigned to my current and former Department of Housing and Community Development positions. Supporting information is attached. I reserve the right to amend.

I propose that DCHR

1. Respond within the thirty-day timeline pursuant to DPM Chapter 11A Section 1110.5.
2. Correct my current job title;
3. Correct the current classification;
4. Correct my previous classification;
5. Assign both my current and former positions to the correct schedule;
6. Adjust my compensation accordingly; and,
7. Provide a documentation to support the calculation of all retro-active compensation pursuant to the above corrections.

My Current Job Classification Code is 301-General, Administrative, Clerical, and Office Services Group for Miscellaneous Administration and Programming

The December 2018 Handbook of Occupational Groups and Families published by the US Office of Personnel Management indicates that the GS 300 Series a,

...group includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications

equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature. (See Handbook of Occupational Groups and Families, December 2018, Page 36)

The 0300 family series does not capture the command RAD staff must have of complex Rental Housing laws, regulations, policies and agency practices. The OPM Position Classification Flysheet for GS-301 indicates that agencies should avoid the following exclusions:

1. Positions that involve work for which a specific series exists. Such positions should be classified in the appropriate specific series, e.g., the Management and Program Analysis Series, GS-0343, the Quality Assurance Series, GS-1910.
- 2. Positions which cannot be identified with a specific series but are covered by another occupational group that has a general or miscellaneous series. Such positions should be classified in that series, e.g., the General Business and Industry Series, GS-1101.**
3. Positions which include work covered by two or more professional series (e.g., Aerospace Engineering Series, GS-0861, and Mathematics Series, GS-1520) and requiring employees with professional qualifications should be classified in the appropriate professional series.

4. Positions which include work covered by a professional series (e. g., Electronics Engineering Series, GS-0855) and a nonprofessional series, (e.g., Information Technology Management Series, GS-2210) and recurring professional qualifications should be classified in the professional series. U.S. Office of Personnel Management 2 Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979

5. Work which involves responsibility for providing a combination of various management services such as personnel, budget, and management analysis should be classified in the Administrative Officer Series, GS-0341.

6. Positions that primarily involve (one-grade interval) clerk, assistant, or technician work for which there is no appropriate series. Such positions should be classified in the Miscellaneous Clerk and Assistant Series, GS-0303. (Emphasis Added)

DCHR, in at least one instance, informed DHCD that Occupational Code 0301 was the incorrect Occupational Code. (See Exhibit B, DC Optional Form 8, February 21, 2018.) The correction will also assist DHCD in correcting a history of erroneous blanket application of the 0301 Occupational Code for positions involving regulatory and legal performed by attorneys outside of the DHCD Office of the General Counsel and non-attorney staff in Housing Regulation Administration.

However, DCHR provided DHCD with the incorrect Occupational Code Correction

when it advised that the Occupational Code should be Occupational Code 1101 (See Exhibit B, DC Optional Form 8, February 21, 2018). The GS-1100 series is for occupational tasks specific to business and industry groups and is described as including,

all classes of positions the duties of which are to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; the provision of advisory services; the examination and appraisal of merchandise or property; and the administration of regulatory provisions and controls.

(See page 85) (Emphasis Added)

Occupational Code 1101 may have been provided because the series includes Occupational Code 1170, the Realty Series includes positions where,

...the primary duties of which are to perform, advise on, plan, or direct one or more of the following functions: (1) acquisition of real property; (2) **management of real property in (a) the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (b) preparation for disposal; or (3) disposal of real property. The work requires a knowledge of real estate laws, principles, practices, and markets.** (See page 89) (Emphasis Added)

However, Rental Accommodation Realty Specialist do not manage real property. Further

the 1100 series does not recognize the legal duties of the Rental Property Program Specialist. As opposed to managing real property as an asset, Rental Property Program Specialist regulate real property and the regulatory tasks require an advanced legal skill set. Further, the duties cannot be performed by a non-attorney without engaging in the un-authorized practice of law.

**DHCD Rental Accommodation Rental Property Program Specialists Are
Regulatory Counsel Attorneys in the 0905 General Attorney Series**

RAD Rental Property Program Specialists perform Attorney Advisor duties to support the Rent Administrator and are her sole source of regulatory counsel. The tasks performed by the Rent Administrator's regulatory counsel cannot be legally performed by individuals who are not members of the District of Columbia bar since the position description indicates that the incumbent must:

1. Administer statutes, regulations, and legislation;
2. Provide expert technical advice;
3. Draft and develop legislation, regulations and policies;
4. Review, research and apply governing laws regulations, policies and procedures related to compliance;
5. Conduct legal research to support legal decision making;
6. Furnish statutory requirements;
7. Interpret policy and legislative intent;
8. Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies;

9. Ensure that RAD policies remain consistent with changes in laws, regulations, etc.;
10. Discuss and explain complex code provisions;
11. Maintain expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA;
12. Author determinations based on complex causes of action based on statutory and regulatory provisions;
13. Evaluate new and modified legislation;
14. Recommend improvements for implementing legislation;
15. Provide written and oral communications for legal analyses and administrative orders;
16. Keep the Rent Administrator informed of potentially controversial legal and statutory issues;
17. Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;
18. Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;
19. Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;

20. Navigate issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and,
21. Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. (See Exhibit A DHCD Rental Property Program Specialist Position Description)

If DHCD hired an individual who is not licensed to practice law in the District of Columbia to perform these duties, that individual would be engaged in the unlawful practice of law and DHCD would be abetting that individual in the criminal offense. DHCD's position description for the Rental Property Program Specialist contains in excess of 21 legal task duties supporting internal counsel needs, many of which must be performed simultaneously with cunning expertise. This fact obliterates a rational conclusion that the agency does not reasonable expect that it is receiving such advice and counsel from a person authorized to practice law in the District of Columbia. District of Columbia Court of Appeals Rule 49 reads as follows:

IN GENERAL. Except as otherwise permitted by these rules, no person may engage in the practice of law in the District of Columbia or in any manner hold out as authorized or competent to practice law in the District of Columbia unless enrolled as an active member of the D.C. Bar.

(b) DEFINITIONS. The following definitions apply to this rule:

- (1) "Person" means any individual, group of individuals, firm, unincorporated association, partnership, corporation, mutual company,

joint stock company, trust, trustee, receiver, or other legal or business entity.

(2) "Practice of law" means providing professional legal advice or services where there is a client relationship of trust or reliance. One is presumed to be practicing law when engaging in any of the following conduct on behalf of another:

(A) preparing any legal document, including:

- a deed;
 - a mortgage;
 - an assignment;
 - a discharge;
 - a lease;
 - a trust instrument;
 - **an instrument intended to affect interests in real or personal property;**
 - a will;
 - a codicil;
 - an instrument intended to affect the disposition of property of decedents' estates
 - **an instrument intended to affect or secure legal rights;**
- and
- a contract except a routine agreement incidental to a regular course of business;

- (B) preparing or expressing a legal opinion;
- (C) appearing or acting as an attorney in any tribunal;
- (D) preparing any claim, demand, or pleading of any kind, or any written document containing legal argument or interpretation of law, for filing in any court, administrative agency, or other tribunal;
- (E) providing advice or counsel as to how an activity described in Rule 49 (b)(2)(A)-(D) might be done, or whether it was done, in accordance with applicable law; or
- (F) furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E).

(Emphasis Added)

RAD staff providing legal counsel to the Rent Administrator must be converted to the Legal Services pay scale assigned to Occupational Code 0905 which reads,

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; **rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or**

other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. **The work of this series requires admission to the bar.**

The establishment of internal equity within HRA, DHCD with all DC government operations with a regulatory function will permit RAD to compete for superior talent and enhance job value for current employees thereby proactively addressing retention of vital staff critical to the mission of preserving affordable housing.

Conversion to the Legal Services Pay Scale will permit RAD attorneys to attend OAG training opportunities related to the HRA mission and facilitate recruitment of future talent who will also be held to the additional ethical obligations of DC government

attorneys. Employee morale, motivation and ability to identify career paths is critical to HRA's regulatory mission. This issue should be addressed prior to the recruitment of a liaison for the former Housing Provider Ombudsman FTE and simultaneous with RAD's participation in continued regulatory and legislative initiatives to ensure that RAD has recruits and retains competent personnel to satisfy identified regulatory objectives to enhance performance of the mission of HRA.

I therefore request that DHCD immediately correct the pay plan, United States Office of Personnel Management (OPM) occupation code, District of Columbia Government position title, pay grade and provide compensation retroactively to reflect the actual duties as described for my appointment as the Rental Property Program Specialist retroactive to the hiring date of September 30, 2018.

I propose the job title Regulatory Counsel or in the alternative Attorney Advisor. Due to the advanced nature of the legal skills required and the complexity of laws, regulations, practices and itinerate case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, I propose that the appropriate Grade is 14 and the appropriate Pay Scale is the Legal Pay Scale. Both Rental Property Program Specialist provide managerial direction to the staff of the Rental Accommodation Division. Because I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10.

**The Housing Provider Ombudsman Major Duties and Responsibilities Require
Advanced Legal Skills And Experience.**

I further request that DCHR review the position description and recruitment description used to recruit for the Housing Provider Ombudsman position I previously occupied from September 26, 2002 to September 30, 2018. The Housing Provider Ombudsman is required to:

1. Support the education and outreach goals of the Housing Regulation Administration. Housing Regulation Administration contains three regulatory units (the Rental Accommodation Division, Inclusionary Zoning and Affordable Dwelling Unit Division and the Condominium Conversion and Sale Division). Each of these units have separate governing statutes, regulations, practices requiring legal expertise to assist others with comprehension and compliance;
2. Complex legal and technical matters are presented to the Ombudsman on a daily basis in order to provide regulatory compliance assistance;
3. Knowledge of existing legislation was required and participation in the amendment of regulations was mandatory;
4. The Understanding of administrative law and due process is critical to providing complete and comprehensive compliance guidance;
5. The ability to provide leadership in a supervisory capacity and team based environment was required;
6. The position description states that, "comprehensive knowledge of Federal and District rent, sales/conversion, regulations and policies and procedures that provide the framework and guidelines for the work to be performed" was

a hiring factor (See Housing Provider Ombudsman CS-301-13 Position Description, Page 3, Exhibit C);,

7. DHCD indicated in the position description that the Housing Provider Ombudsman was to, “coordinate the preparation of HRA legislative strategy and testimony, including working with the General Counsel... to prepare for legislative hearings. DHCD’s former legislative liaisons have all been licensed attorneys; and,
8. DHCD also indicated that the Housing Provider Ombudsman is “to impartially investigate, analyze mediate a wide range of legal and technical matters.” See Housing Provider Ombudsman CS-301-13 Position Description, Page 1, Exhibit C)

These tasks are consistent with the 0900 series Occupational Code. District of Columbia Court of Appeals Rule 49 states that engaging in the practice of law includes, “furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E)”. The fact that DHCD anticipates that the Housing Provider Ombudsman will coordinate the preparation of a legislative strategy with the General Counsel is sufficient to establish that they required the services of an attorney.

Rule 49 (b)(2)(A)-(D) also illuminates the fact that providing advice or counsel in matters related to real estate, and especially a lease must require one to engage in the practice of law. The Housing Provider Ombudsman was charged with providing technical assistance to landlords, Realtors, property managers, tenant advocates and developers. This required legal expertise in residential leases, conversion and sale of rental property and initially she was also charged with assisting with the inclusionary zoning and affordable

dwelling unit program in its' infancy. Finally, advanced legal skills were required in order to assess when parties required private legal counsel in order for DHCD to avoid conflicts of interest and violations of the Administrative Procedure Act. For this reason the agency position description indicates that the Housing Provider Ombudsman needed an expertise in Administrative Law, and comprehensive knowledge of both Federal and District regulations, policies and procedures and laws. The agency described the complexity of tasks as, "complex, legal, technical...encompassing a broad range of agency objectives and a wide variety of operations." (See Exhibit G Housing Provider Ombudsman Position Description amended 8/30/2011) Further, it is the former Housing Provider Ombudsman's best recollection that the job announcement she responded to indicated that an attorney was desired. It is highly probable that the position description was re-described on September 1, 2011, well after the agency-initiated recruitment and the Ombudsman's initial July 27, 2011 interview, for the purposes of utilizing the 0301 Occupational Code (See Exhibit D, Thank you letter from Tonya Butler-Truesdale to Angela Nottingham memorializing initial interview, Letter dated July 28, 2011)

The Housing Provider Ombudsman was the front-line point of contacts in the Housing Resource Center where citizens landlords, developers, real estate licensees, property managers and businessmen arrive for information related to duties and obligations pursuant to the District of Columbia's regulatory housing laws. There was no logical reason for DHCD to assume that the 0300 series was the correct designation given the legal complexity of the statues, regulations and knowledge of case law required to successfully complete the tasks enumerated in the ranked factors. Lewis C. Norman, the

Human Resource Specialist incorrectly certified the classification and grade certificate on September 1, 2011, several months after I had already interviewed for the position.

Due to (1) The agency's desire that the Ombudsman have the, "Ability to provide leadership in a supervisory capacity and team -based environment ; and in securing the support and cooperation of the subordinate staff"; and share a command of District of Columbia rental housing laws in a manner sufficient to comprehend and case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, statutes and regulations, I propose that the appropriate Grade is 14 due to the managerial duties required and described as, "Ability to provide leadership and supervisory capacity and team-based environment; and in securing the support and cooperation of the subordinate staff." (See Exhibit C, Housing Provider Ombudsman CS-301-13 Position Description, Page 2) I propose that the appropriate Pay Scale is the Legal Pay Scale. I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10. I propose retroactive pay and Legal Pay Scale benefits from September 26, 2002.

The pay grade I recommend below is consistent with my educational background and experience and also consistent with the expertise required for the position as evidenced by Exhibit E which demonstrates that regulatory and enforcement positions within DC Consumer and Regulatory Affairs are properly classified in the 0900 series and Exhibit F listing the salary and grades of employees of the Office of the Peoples counsel, a sister agency with the most comparable regulatory functions.

Tonya M. Butler-Truesdale, Esq.

August 10, 2019

Employee

Date

EMPLOYEE NAME:	Tonya M. Butler-Truesdale, Esq.
DATE OF REVIEW:	September 23, 2019
TIME:	11:00am
SUPERVISOR:	Lauren Pair, Esq.
CURRENT POSTION TITLE/SERIES/GRADE:	Rental Program Property Specialist CS- 301-13
CORRECT POSTION TITLE/SERIES/GRADE:	Attorney Advisor-LS-905-15
REASON FOR REVIEW/AUDIT:	Improper Classification Code, Compensation Schedule, Position Title, Series, Grade and Step

EMPLOYEE QUESTIONS:

1. Do you believe your current position description is accurate? If no, why not?

In order for DCHR to be compliant with classification policy; grade levels; publication required pursuant to §1-611.01 the appellant's Classification Code, Compensation Schedule, Position Title, Series, Grade and Step must be amended to LS-905 Grade 15 step 3..The appellant serves as the legal officer to the Rent Administrator and authoritative legal advisor for the Rental Accommodation Division (RAD). The appellant is responsible for managing the division's legal affairs, and leading the paralegal staff assigned to perform paralegal tasks associated with RAD. The overall function is to provide comprehensive legal service, counsel, recommendations, reviews and opinions regarding all functions and activities, both programmatic and administrative. The Rental Property Program Specialist Position Description fails to correctly capture these duties.

Moreover, pursuant to DPM 101.16 employees who:

- perform, under general administrative direction, with very wide latitude for the exercise of independent judgment, work of outstanding difficulty and

responsibility along special technical, supervisory, or administrative lines which has demonstrated leadership and exceptional attainments;

- serve as head of a major organization within a bureau involving work of comparable level;
- plan and direct or to plan and execute specialized programs of marked difficulty, responsibility, and significance along professional, scientific, technical, administrative, fiscal, or other lines, requiring extended training and experience which has demonstrated leadership and unusual attainments in professional, scientific, or technical research practice, or in administration, or in administrative, fiscal or other specialized activities; or
- perform consulting or other professional, technical, administrative, fiscal, or other specialized work of equal importance, difficulty, and responsibility, and requiring comparable qualifications.

requires that the appellant's position be designated as a grade 15.

This appropriate grade designation is supported by DPM 3602.6 which requires that qualifying attorney:

- be at the prior grade level for at least twelve (12) months preceding the recommendation for promotion;
- demonstrate consistent superior performance, as demonstrated by the two most recent performance evaluations, if available;
- demonstrate specialized expertise or professional distinction; and,
- demonstrates satisfactory handling of an increasingly more complex workload.

Finally, DPM 1130.4 requires that when any action moves an employee from one Wage Service rate schedule ("current" schedule) to another grade within the same rate schedule or to any grade within another Wage Service rate schedule or CS salary schedule ("new" schedule), the rate of pay on the new schedule shall be determined under one (1) of the following, as appropriate:

- If the representative rate of the employee's grade in his or her current schedule is less than the representative rate of the grade to which he or she is being assigned in either the same schedule or a new schedule, the movement constitutes a promotion, and the employee shall be entitled to one (1) of the following:
 - Basic pay at the lowest rate of the new grade that is equivalent to his or her existing rate of basic pay plus a two (2) step increase of the current grade (for a rate schedule with ten (10) steps);
 - If the rate determined in (1) above falls between two (2) rates of the new grade, he or she shall be entitled to the higher rate; or
 - If the rate determined in (1) above is higher than any rate of the new grade, he or she shall be entitled to the maximum rate of the new grade.

This formula is inoperable because the appellant was promoted to a position with drastically increased complexity, a broader scope and effect and supervisory controls defined by 1101.16. Step 1 of grade 15 is inappropriate due the appellant's previous legal service to the District of Columbia, years of practice and expertise. Had the position been correctly classified the agency would have needed to employ a hiring exception in salary negotiation to create an offer comparable to the appellant's legal experience at or near grade 15 step 5 pursuant to DPM 818 detailing a Superior Qualifications Appointment. DPM 818.1 permits that superior qualifications, "appointments may be made at such step of the appropriate grade as the personnel authority may authorize for this purpose." As of October 13, 2019, my erroneous annual salary will be \$113,104. In order to meet the objective goal of equal pay for equal work a grade of 15 step 5. The erroneous classification negated my right to negotiate for the appropriate salary and may systemic equate to an unfair labor practice.

2. Describe the major duties/work you perform on a daily basis and the estimated percentage of time you spend on these duties.

The appellant serves as legal advisor to the Rent Administrator in planning and policy decision-making; and implementing, coordinating and directing the legal and

regulatory affairs for the Rental Accommodation Division, designed to facilitate and improve legal service delivery to its rental housing market stakeholders. The appellant develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program operations. The appellant also independently, plans, develops and institutes short/long term agency plans and activities, incorporating strategic provisions, as required. The appellant is responsible for overseeing the review, research, and preparation of responses for the Rent Administrator to inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, members of the private sector, and the general public. The appellant assists the Rent Administrator in preparation of testimony for presentation at hearings before the Council of the District of Columbia, and other public appearances. Finally, the appellant also, represents and speaks for the Rent Administrator on various complex and sensitive issues to both internal and external stakeholders.

3. What do you consider the most important duty (is) of your position? Why?

The appellant serves as an expert legal analyst to manage and advise on legal areas within the Rental Accommodation Division. This includes various legalities that directly affect the mission and goals of the division.

The appellant oversees the daily operations of the RAD; and serves as an expert advisor to the Rent Administrator, regarding planning and policy decision-making; and, implementing, coordinating and directing the Division, designed to facilitate and improve legal service delivery to its internal and external stakeholders. Responsible for the review of related litigation, adjudication and active legal matters that are related and affects the Rental Accommodation Division and Rental Housing Regulation. Incumbent adapts guidelines, determines novel methods of approach and initiates new or revised policies, procedures and practices. Precedent matters that touch on the involved legal issues are often difficult to establish or utilize. Generally, significant investment property rights and residential tenant rent adjustments amounts may be at stake.

Highly specialized knowledge of laws, rules, regulations, case law, principles, and practices related to administering applicable labor agreements and providing advice to supervisors, managers, and officials. In-depth knowledge of Laws and regulations affecting rental housing and related rental housing stock regulations within the District government is required and utilized with each task.

The appellant utilizes an ability to speak and write effectively, as well as the ability to mediate, advocate, persuade, train, and guide others. The appellant must prepare legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Rent Administrator. These tasks require extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements.

4. What are the knowledge, skills, and abilities you need to perform your job?

I must be admitted to practice before the District of Columbia Court of Appeals by the time the Rent Administrator's term of office commences; and Possess skills and expertise relevant to rental housing, preferably in the area of rent control or rent stabilization; and be licensed to practice law in the District of Columbia.

5. What guidelines, rules, and/or regulations do you use in performing your everyday tasks?

DISTRICT OF COLUMBIA ADMINISTRATIVE PROCEDURE ACT, APPROVED OCTOBER 21, 1968; PUBLIC LAW 90-614 (82 STAT. 1203; D.C. CODE § 1-1501 ET SEQ.), AS AMENDED

DC SUPERIOR COURT LANDLORD TENANT BRANCH RULES AND REGULATIONS

RENTAL HOUSING ACT OF 1985 (DC LAW 6-10) AS AMENDED (THE ACT), WHICH IS CODIFIED AT DC OFFICIAL CODE § 42-3501.01 ET SEQ

CHAPTER 28 OFFICE OF ADMINISTRATIVE HEARINGS RULES OF PRACTICE
AND PROCEDURE

TITLE OF THE DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS (DCMR)
IS TITLE 14. TITLE 14 HAS 97 CHAPTERS

D.C. LAW 22-257. CLEANENERGY DC OMNIBUS AMENDMENT ACT OF 2018

6. What do you consider is the most complex aspect of your position? Why?

Currently, the most complex aspects of my position are administrative and they occur as a result of the misclassification of the position and the organizational deficiencies of the Housing Regulation Administration. Because the position is incorrectly classified the appellant must fulfill professional and ethical duties listed in the current position description absent clear and convincing authority provided by a correct position title and classification. I am asked to perform the duties of an attorney and complete tasks that can only legally be performed by an attorney without recognition from the agency that these tasks are in fact legal and must be supported by continuing training and education afforded employees in the Legal Service Classification.

Further, as with any attorney in a regulatory environment, the appellant must demonstrate daily mastery of exceptional legal service skills to ensure the delivery technical advice and legal counsel to its internal and external stakeholders while conversely also recognizing matters requiring the neutrality of a regulatory agency. Responsible for the review of related litigation, adjudication and active legal matters that are related and affects the Rental Accommodation Division and Rental Housing Regulation

7. Who is your supervisor? How much supervision/guidance do you receive from him/her and how often is it provided?

Lauren Pair, Esq. is my direct report. Ms. Pair is the District of Columbia Rent Administrator, she is a mayoral appointee serving a three-year term. •The appellant is

charged with performing, under her general administrative direction, with very wide latitude for the exercise of independent judgment, work of exceptional difficulty and responsibility along special technical, supervisory, or administrative lines which has demonstrated leadership and unusual attainments.

8. Describe your contacts, frequency, and the purpose of these contacts.

The incumbent of this position is responsible for overseeing the review, research, and preparation of responses for the Rental Accommodation Division to selected and sensitive, and often confidential inquiries and correspondence from the Rent Administrator, members of the Council of the District of Columbia, officials of the District government, the media, members of the private sector, and the general public. The appellant assists in the preparation of testimony for presentation at hearings before the Council of the District of Columbia, and other public appearances.

The appellant also serves as confidant and troubleshooter, and works closely with the Rent Administrator, the Chair of the Rental Housing Commission, the Office of the Tenant Advocate, The Office of Administrative Hearings, DC Superior Court, and the DHCD Legislative Liaison on an ongoing basis.

9. Describe any physical or unusual demands of your job.

n/a

10. Describe the work environment.

The work environment is primarily sedentary.

DC DEPARTMENT OF HUMAN RESOURCES

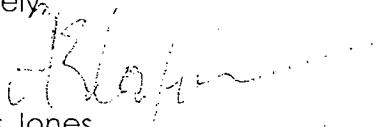
November 18, 2019

1015 Half Street S.E.,
Washington, D.C. 20001

Subject: Classification Appeal for Tonya Butler-Truesdale

Please be advised that on November 8, 2019 at 4:30pm, I Carlos Jones received a Classification Appeal document from Tonya Butler-Truesdale.

Sincerely,



Carlos Jones
Customer Communication Specialist



Tonya Butler-Truesdale
Rental Property Program Specialist

DC HUMAN RESOURCE
CUSTOMER CAREAmended Classification AppealDC HUMAN RESOURCE
CUSTOMER CARE

2019 AUG 24

Employee Name:	Tonya M. Butler-Truesdale, Esq.
Work Phone:	(202) 442-7215
Employee ID Number:	[REDACTED]
Address:	1240 Fairmont Street, NW Washington DC 20009
Assigned Job Title:	Rental Property Program Specialist
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Former Assigned Job Title:	Housing Provider Ombudsman
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Current Position:	Rental Housing Program Property Specialist CS-301-13
Requested Correction:	Regulatory Counsel/Attorney Advisor LS-905-15
Former Position:	Housing Provider Ombudsman, CS- 301-13
Requested Correction:	Housing Provider Ombudsman LS- 905-15
Supervisor:	Lauren Pair, District of Columbia Rent Administrator

The classification code assigned does not accurately reflect the purpose and general responsibilities of my position. The assigned pay grade for my job position title is not

appropriate for my position. The assigned job title is not appropriate for the job

description. Pursuant to DPM Chapter 11A Section 1110.4 (a) and (b), I am appealing.

2. The Handbook of Occupational Groups and Families (December, 2018, 905 General Attorney Series).

Most confounding, in the, "Introduction" section of the Position Evaluation Statement, the evaluator erroneously stated that appellant agrees that my current position is classified correctly. The appellant never agreed that the position is classified correctly and for that reason hand delivered a classification appeal to DCHR on August 7, 2019. Instead the appellant agrees that the introduction, major duties and knowledge required for the position reflect the tasks completed on a daily basis as anticipated by DHCD. Further, the appellant provided work product to prove the completion of the many and varied complex legal tasks listed in the Rental Property Program Specialist Position Description.

The designation of CS-1101-13 is incorrect due to the fact that the 1101 series of The Handbook of Occupational Groups and Families does not reflect my duties and the grade of 13 does not reflect the scope and discretion required to accomplish the position description tasks. This was stated in the appellant's initial submission and repeatedly stated during the desk audit. The title Rental Program Property Specialist is incorrect because it does not describe the attorney advisement duties required for the operation of the Rental Accommodation Division or the support of the Rent Administrator.

The introduction also erroneously states that the legal tasks I perform are, "additional duties... [I] elect to perform". This statement is incorrect. The legal tasks I perform are listed in the position description for the Rental Property Program Specialist. I have proved that the tasks are in fact legal by reference to DC Court of Appeals Rule 49 which defines the unauthorized practice of Law and the Handbook of Occupational Groups and Families (December, 2018, 905 General Attorney Series)

The flaws in the Position Evaluation Statement rise to the level of intentional misrepresentation of the facts due to the volume of errors and inconsistencies with the record provided. For this reason, I ask for thoughtful yet expediated reconsideration consistent with the record.

Rationale for Dissent of Classification Decision

On initial summary review, the Position Evaluation Statement fails to:

1. Identify my supervisory correctly as Lauren Pair.

2. Acknowledge the 21 legal tasks contained in the “major duties” and, “knowledge required by the position” sections of the position description as listed below:
 - A. Administer statutes, regulations, and legislation;
 - B. Provide expert technical advice;
 - C. Draft and develop legislation, regulations and policies;
 - D. Review, research and apply governing laws regulations, policies and procedures related to compliance;
 - E. Conduct legal research to support legal decision making;
 - F. Furnish statutory requirements;
 - G. Interpret policy and legislative intent;
 - H. Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies;
 - I. Ensure that RAD policies remain consistent with changes in laws, regulations, etc.;
 - J. Discuss and explain complex code provisions;
 - K. Maintain expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA;
 - L. Author determinations based on complex causes of action based on statutory and regulatory provisions;
 - M. Evaluate new and modified legislation;
 - N. Recommend improvements for implementing legislation;
 - O. Provide written and oral communications for legal analyses and administrative orders;
 - P. Keep the Rent Administrator informed of potentially controversial legal and statutory issues;
 - Q. Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;
 - R. Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;

S. Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;

T. Navigate issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and,

U. Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. (See Exhibit A DHCD Rental Property Program Specialist Position Description)

3. Acknowledge the duties above as mandated performance objectives as stated in the position description as opposed to duties I, "elected to perform."

4. Address the fact that District of Columbia Court of Appeals Rule 49 reads as follows:

IN GENERAL. Except as otherwise permitted by these rules, no person may engage in the practice of law in the District of Columbia or in any manner hold out as authorized or competent to practice law in the District of Columbia unless enrolled as an active member of the D.C. Bar.

(b) DEFINITIONS. The following definitions apply to this rule:

(1) "Person" means any individual, group of individuals, firm, unincorporated association, partnership, corporation, mutual company, joint stock company, trust, trustee, receiver, or other legal or business entity.

(2) "Practice of law" means providing professional legal advice or services where there is a client relationship of trust or reliance. One is presumed to be practicing law when engaging in any of the following conduct on behalf of another:

(A) preparing any legal document, including:

- a deed;
- a mortgage;
- an assignment;
- a discharge;
- a lease;
- a trust instrument;
- **an instrument intended to affect interests in real or personal property;**

- a will;
 - a codicil;
 - an instrument intended to affect the disposition of property of decedents' estates
 - an instrument intended to affect or secure legal rights;
- and
- a contract except a routine agreement incidental to a regular course of business;

(B) preparing or expressing a legal opinion;

(C) appearing or acting as an attorney in any tribunal;

(D) preparing any claim, demand, or pleading of any kind, or any written document containing legal argument or interpretation of law, for filing in any court, administrative agency, or other tribunal;

(E) providing advice or counsel as to how an activity described in Rule 49 (b)(2)(A)-(D) might be done, or whether it was done, in accordance with applicable law; or

(F) furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E). (Emphasis Added)

The evaluator failed to make any finding of fact between DC Court of Appeals Rule 49 which defines tasks requiring a law license and the 21 legal tasks listed in the Rental Property Program Specialist position description because these tasks are listed in 905 series.

5. Address the fact that the Occupational Code 0905 which reads as follows,

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court,

commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. The work of this series requires admission to the bar.

and serves as a direct correlation to the legal duties of the Rental Property Program Specialist.

The evaluator made no comments to effectively distinguish Occupational Code 0905 qualities from the 21 legal tasks in the Rental Property Program Specialist Position Description. Instead she simply erroneously concludes without findings of fact that no litigation is performed, and high-level legal work is not required. Despite being given work product related to each of the tasks below and completing a 6.5 hour desk audit, the Position Evaluation Statement makes no reference to the fact that the appellant:

- A. Administers statutes, regulations, and legislation;
- B. Provides expert technical advice;
- C. Drafts and develop legislation, regulations and policies;
- D. Reviews, researches and applies governing laws regulations, policies and procedures related to compliance;
- E. Conducts legal research to support legal decision making;
- F. Furnishes statutory requirements;
- G. Interprets policy and legislative intent;
- H. Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies;
- I. Ensures that RAD policies remain consistent with changes in laws, regulations, etc.;
- J. Discusses and explains complex code provisions;
- K. Maintains expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA;
- L. Author determinations based on complex causes of action based on statutory and regulatory provisions;

- M. Evaluates new and modified legislation;
- N. Recommends improvements for implementing legislation;
- O. Provides written and oral communications for legal analyses and administrative orders;
- P. Keeps the Rent Administrator informed of potentially controversial legal and statutory issues;
- Q. Exercises sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;
- R. Exercises sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;
- S. Successfully completes projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;
- T. Navigates issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and,
- U. Provides expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. (See Exhibit A DHCD Rental Property Program Specialist Position Description)

Further her conclusion ignores the fact that the Rental Accommodation Division issues Show Cause Orders, and the fact that District of Columbia agency attorneys in the 905 series are attorney advisors who do not litigate. Litigation is only one of many legal skill sets required to administer statutes, regulations, executive orders and assist with executive compliance with judicial rulings. District of Columbia litigation is chiefly performed by the Office of the Attorney General. Attorneys conducting the District's litigation practice are assigned to the Office of the Attorney General. All others chiefly provide counsel and legal sufficiency assignments. It is critical to understand that the attorneys' in the General Counsel's Office of the District of Columbia Department of Housing and Community Development are not required to litigate. They are transactional attorneys navigating complex financing transactions. Hence the premise that an attorney must litigate to be placed in the 905 series is false.

6. Correct language in the job description related to the work of another unit although these errors were pointed out to the evaluator in the interview. The Rental Property Program Specialist does not administer

property conversion matters; nor; do they provide training related to the conversion process as stated in the Rental Property Program Specialist Position Description. These facts were pointed out to the reviewer during the desk audit and noted in the original submission by the appellant. The Rental Property Program Specialist Position is placed in the Rental Accommodation Division. The Rental Conversion Specialist assigned to the Rental Conversion and Sales Division is assigned and performs these tasks.

7. Address an entire section of the re-classification request where I discussed the duties of the legal duties of the Housing Provider Ombudsman, the appellant's previous position; and,

8. Demonstrate comprehension of the fact that the Handbook of Occupational Groups and Families, December, 2018, 1100 Business and Industry Group is related to property management while the Rental Accommodation Division of the District of Columbia Government Department of Housing and Community Development is a division with the District of Columbia Housing Regulation Administration. The management of real estate is not related to the regulation of real estate. The Rental Property Program Specialists and the Rent Administrator regulate the District of Columbia rental housing market. Regulation of the market is a legal function. It is not a commercial or business management function and has no relation to the tasks enumerated in the, 1100 Business and Industry Group.

9. Accurately state and give notice of the appellant's appeal rights. The Position Evaluation Statement indicates, "The employee reserves the right to appeal under Chapter 1110-section -1101.1 Position Classification Appeals." §1101.1 of Chapter 11 of the District of Columbia Personnel Manual (DPM) is titled "1101 Basis for Grading Positions (Career and Excepted Services) (1/2)" and has nothing to do with classification appeals. §1101.1 reads. "The District Service Schedule ("DS") is the basic pay schedule for positions which are divided into 18 grades of difficulty and responsibility of work." Please see Exhibit H.

10. The Position Evaluation Statement makes no reference to any of the work product submitted with the Rental Property Program Specialist, Grade CS-301-13 CS 301-13 vs. Attorney Advisor LS-905-15

Position Comparison Chart and Exhibits submitted with the questionnaire desk audit. Hence the finding that no high level of legal work is required can not be substantiated by the record.

Conclusion

Correction of the erroneous Position Classification Review is urgent. The evaluator gives no reason for concluding that tasks listed in the position description are “additional duties I elected to perform.”

Municipal government regulation of a rental housing market is not a function identified anywhere in the 1100 Business and Industry Group of the Handbook of Occupational Groups and Families published in December 2018 by the United States Government Office of Personnel Management.

Confusion regarding my duties is ill timed. Please also note that the District of Columbia Department of Housing and Community Development is in the middle of the reauthorization of the District of Columbia Rental Housing Act of 1985 (DC Law 6-10) as amended (the Act), which is codified at DC Official Code § 42-3501.01 et seq. I have immediate responsibilities in my position description requiring engagement in this process that the evaluator has determined to be voluntary and elective. I will not complete tasks for which I am not paid and DCHR has found to be elective as opposed to obligatory and consistent with the major duties and knowledge required to perform the position description tasks. The position classification review has indicated that 21 functions in the Rental Property Program Specialist position description (previously listed as A_U) are tasks the appellant elected to perform as opposed to job requirements. It is impossible that the District of Columbia Rent Administrator and the Director of the District of Columbia Department of Housing and Community Development would opine that the legal tasks listed in the position description are voluntary and/or elective in nature. In fact, the evaluator concedes in the Position Evaluation Statement that the District of Columbia Rent Administrator indicated that the Rental Property Program Specialist should be classified in the 905 General Attorney series.

- (B) preparing or expressing a legal opinion;
- (C) appearing or acting as an attorney in any tribunal;
- (D) preparing any claim, demand, or pleading of any kind, or any written document containing legal argument or interpretation of law, for filing in any court, administrative agency, or other tribunal;
- (E) providing advice or counsel as to how an activity described in Rule 49 (b)(2)(A)-(D) might be done, or whether it was done, in accordance with applicable law; or
- (F) furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E).

(Emphasis Added)

RAD staff providing legal counsel to the Rent Administrator must be converted to the Legal Services pay scale assigned to Occupational Code 0905 which reads,

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; **rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data);** preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or

other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. **The work of this series requires admission to the bar.**

The establishment of internal equity within HRA, DHCD with all DC government operations with a regulatory function will permit RAD to compete for superior talent and enhance job value for current employees thereby proactively addressing retention of vital staff critical to the mission of preserving affordable housing.

Conversion to the Legal Services Pay Scale will permit RAD attorneys to attend OAG training opportunities related to the HRA mission and facilitate recruitment of future talent who will also be held to the additional ethical obligations of DC government

attorneys. Employee morale, motivation and ability to identify career paths is critical to HRA's regulatory mission. This issue should be addressed prior to the recruitment of a liaison for the former Housing Provider Ombudsman FTE and simultaneous with RAD's participation in continued regulatory and legislative initiatives to ensure that RAD has recruits and retains competent personnel to satisfy identified regulatory objectives to enhance performance of the mission of HRA.

I therefore request that DHCD immediately correct the pay plan, United States Office of Personnel Management (OPM) occupation code, District of Columbia Government position title, pay grade and provide compensation retroactively to reflect the actual duties as described for my appointment as the Rental Property Program Specialist retroactive to the hiring date of September 30, 2018.

I propose the job title Regulatory Counsel or in the alternative Attorney Advisor. Due to the advanced nature of the legal skills required and the complexity of laws, regulations, practices and itinerate case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, I propose that the appropriate Grade is 15 and the appropriate Pay Scale is the Legal Pay Scale. Both Rental Property Program Specialist provide managerial direction to the staff of the Rental Accommodation Division. Because I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10.

**The Housing Provider Ombudsman Major Duties and Responsibilities Require
Advanced Legal Skills And Experience.**

I further request that DCHR review the position description and recruitment description used to recruit for the Housing Provider Ombudsman position I previously occupied from September 26, 2011 to September 30, 2018. The Housing Provider Ombudsman is required to:

1. Support the education and outreach goals of the Housing Regulation Administration. Housing Regulation Administration contains three regulatory units (the Rental Accommodation Division, Inclusionary Zoning and Affordable Dwelling Unit Division and the Condominium Conversion and Sale Division). Each of these units have separate governing statutes, regulations, practices requiring legal expertise to assist others with comprehension and compliance;
2. Complex legal and technical matters are presented to the Ombudsman on a daily basis in order to provide regulatory compliance assistance;
3. Knowledge of existing legislation was required and participation in the amendment of regulations was mandatory;
4. The Understanding of administrative law and due process is critical to providing complete and comprehensive compliance guidance;
5. The ability to provide leadership in a supervisory capacity and team based environment was required;
6. The position description states that, “comprehensive knowledge of Federal and District rent, sales/conversion, regulations and policies and procedures that provide the framework and guidelines for the work to be performed” was

a hiring factor (See Housing Provider Ombudsman CS-301-13 Position Description, Page 3, Exhibit C);

7. DHCD indicated in the position description that the Housing Provider Ombudsman was to, “coordinate the preparation of HRA legislative strategy and testimony, including working with the General Counsel... to prepare for legislative hearings. DHCD’s former legislative liaisons have all been licensed attorneys; and,
8. DHCD also indicated that the Housing Provider Ombudsman is “to impartially investigate, analyze mediate a wide range of legal and technical matters.” See Housing Provider Ombudsman CS-301-13 Position Description, Page 1, Exhibit C)

These tasks are consistent with the 0900 series Occupational Code. District of Columbia Court of Appeals Rule 49 states that engaging in the practice of law includes, “furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E)”. The fact that DHCD anticipates that the Housing Provider Ombudsman will coordinate the preparation of a legislative strategy with the General Counsel is sufficient to establish that they required the services of an attorney.

Rule 49 (b)(2)(A)-(D) also illuminates the fact that providing advice or counsel in matters related to real estate, and especially a lease must require one to engage in the practice of law. The Housing Provider Ombudsman was charged with providing technical assistance to landlords, Realtors, property managers, tenant advocates and developers. This required legal expertise in residential leases, conversion and sale of rental property and initially she was also charged with assisting with the inclusionary zoning and affordable

dwelling unit program in its' infancy. Finally, advanced legal skills were required in order to assess when parties required private legal counsel in order for DHCD to avoid conflicts of interest and violations of the Administrative Procedure Act. For this reason the agency position description indicates that the Housing Provider Ombudsman needed an expertise in Administrative Law, and comprehensive knowledge of both Federal and District regulations, policies and procedures and laws. The agency described the complexity of tasks as, "complex, legal, technical...encompassing a broad range of agency objectives and a wide variety of operations." (See Exhibit G Housing Provider Ombudsman Position Description amended 8/30/2011) Further, it is the former Housing Provider Ombudsman's best recollection that the job announcement she responded to indicated that an attorney was desired. It is highly probable that the position description was re-described on September 1, 2011, well after the agency-initiated recruitment and the Ombudsman's initial July 27, 2011 interview, for the purposes of utilizing the 0301 Occupational Code (See Exhibit D, Thank you letter from Tonya Butler-Truesdale to Angela Nottingham memorializing initial interview, Letter dated July 28, 2011)

The Housing Provider Ombudsman was the front-line point of contacts in the Housing Resource Center where citizens landlords, developers, real estate licensees, property managers and businessmen arrive for information related to duties and obligations pursuant to the District of Columbia's regulatory housing laws. There was no logical reason for DHCD to assume that the 0300 series was the correct designation given the legal complexity of the statutes, regulations and knowledge of case law required to successfully complete the tasks enumerated in the ranked factors. Lewis C. Norman, the

Human Resource Specialist incorrectly certified the classification and grade certificate on September 1, 2011, several months after I had already interviewed for the position.

Due to (1) The agency's desire that the Ombudsman have the, "Ability to provide leadership in a supervisory capacity and team -based environment ; and in securing the support and cooperation of the subordinate staff"; and share a command of District of Columbia rental housing laws in a manner sufficient to comprehend and case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, statutes and regulations, I propose that the appropriate Grade is 15 due to the managerial duties required and described as, "Ability to provide leadership and supervisory capacity and team-based environment; and in securing the support and cooperation of the subordinate staff." (See Exhibit C, Housing Provider Ombudsman CS-301-13 Position Description, Page 2) I propose that the appropriate Pay Scale is the Legal Pay Scale. I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10. I propose retroactive pay and Legal Pay Scale benefits from September 26, 2011.

The pay grade I recommend below is consistent with my educational background and experience and also consistent with the expertise required for the position as evidenced by Exhibit E which demonstrates that regulatory and enforcement positions within DC Consumer and Regulatory Affairs are properly classified in the 0900 series and Exhibit F listing the salary and grades of employees of the Office of the Peoples counsel, a sister agency with the most comparable regulatory functions.

Tonya M. Butler-Truesdale, Esq.

August 10, 2019

Employee

Date

Butler-Truesdale, Tonya (DHCD)

From: Nottingham, Angela (DHCD)
Sent: Friday, November 08, 2019 1:28 PM
To: rebecca.mobley@americanbar.org
Cc: Butler-Truesdale, Tonya (DHCD)
Subject: registrations needed for 3 attorneys

Importance: High

Good Afternoon Rebecca,
 Per our conversation, I need to register three of our government attorneys for the upcoming 2019 Administrative Law Conference on November 14-15. The attorneys, all work for the DC Department of Housing and Community Development and their names and contact information can be found below:

NAME	EMAIL ADDRESS	AGENCY CONTACT NUMBER
Lauren Pair	Lauren.pair@dc.gov	202-442-4317
Keith Anderson	KeithA.Anderson@dc.gov	202-442-4337
Tonya Butler-Truesdale	tonya.butler-truesdale@dc.gov	202-442-7214

I am the training manager and can pay for their government attorney registrations. Thank you so very much for your assistance. Much appreciated.

Angela Barnes Nottingham, Training and Development Manager
 District of Columbia Department of Housing and Community Development
 1800 Martin Luther King, Jr. Ave., SE | Washington, DC 20020
 (P)202-442-7217 | (C)202-257-1699 | (F) 202-645-6727
Angela.Nottingham@dc.gov
<http://dhcd.dc.gov>



Honor the Best in Public Service! Nominate an outstanding DC Government employee and/or team for the 19th Annual Cafritz Awards by December 6th, 2019.

Ex. B

Butler-Truesdale, Tonya (DHCD)

Subject: This confirmation is proof of your enrollment in Investigations and Interview Techniques training class

Location: 441 4th Street NW in the DGS Citywide Conference Center Room 1107 – 11th Floor South

Start: Tue 11/12/2019 3:00 PM

End: Tue 11/12/2019 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Black, Paulette (OAG)

Required Attendees: Adams, Nekira (OAG); Alper, Nancy (OAG); Amare, Genet (DCRA); Arthur, Elizabeth (OAG); Barak, Alan (DOEE); Barash, Scott (DCPS); Bardo, John (OAG); Barrington, Kenneth (OAG); Barton, Johnnie (BEGA); Bechtol, Janese (OAG); Beckwith, Lataunja (DCRA); Blake, Kathryn (OAG); Block, Elaine (OAG); Bluming, Micah (OAG); Boone, Jessika (ORM); Bradley, David A. (OAG); Bramble, Jocelyn (DISB); Britt, Deborah (DCRA); Brooks, Yolanda (OAG); Brown, Lauren (OAG); Bullock, Repunzelle (OAH); Burk, William (OAG); Burnett, Gregory (OSSE); Butler-Truesdale, Tonya (DHCD); Caldwell, Brian (OAG); Cavendish, Betsy (EOM); Chounoune, Rudy (FEMS); Collister, Judith (OAG); Comentale, Andrea (OAG); Connell, Sarah (OAG); Cumming, Gregory (OAG); Edmunds, Carmela (OSSE); Ellis, Maia (OAH); Fatakia, Farhad (OAG); Ferguson, Ashlei (OAH); Foster, Chad (OAG); Gephardt, Christine (OAG); Gerst, Andrew (OCTO); Gloster, Regina (OAG); Glover, Andrew (OAG); Glover, Eric (DOC); Gore, Cameron (DGS); Miyahara Hall, Samantha (OAG); christopher.fracella@dc.gov; Harrington, Jody (OCP); Hathaway, Michael (EOM); Haynes, Willie (OAG); Hoffmann, David (OAG); Jackson, Darryl (OAG); James, Matthew (OAG); Johnson, Devin (DHCD); Jones, Marissa (DCPL); Karim, Hussain (DOEE); Kelly, Andrew (OAG); Krupke, Jessica (OAG); Levi, Adam (DISB); Levine, Andrew (OAG); Levy, Michael (EOM); Liu, Kathleen (OIG); Lui, John (OAG); Lyles, James (OAG); Mabson, Tyrone (OAG); Marah, Abu (OAG); Marks, Lindsay (OAG); Marrero, Jose (OAG); Marshall, Simone (OAG); Massengale, Robin (OAG); McGraw, Esther (DCRA); McRae, Lorenzo (DSLBD); McWane, Tiffany (OAG-Contractor); Mika, JenniferC (OAG); Miranda, Leonor (OAG); Mix, Amy (OAG); Moats, Carlton (OAG); Monroe, Linda (OAG); Moss, Debbie (DOH); Mullin, Beth (DOEE); Myers Sr, Floyd (OAG); Naylor, Kathryn (EOM); O'Donnell, Evann C. (OAG); Ortiz, Stephen (OAG); Pair, Lauren (DHCD); Parker, Charlotte (DISB); Parker-Woolridge, Doris (DCRA); Polli, Maura (OAG); Preston, Lewis (OAG); Prioleau, Rashida (OAG); Randolph, Karen (DDOT); Rembert, Anthony (OAG); Rezneck, Daniel (OAG); Rich, Jonathan (OAG); Richardson, Shakira (DCRA); Ritting, Jacob (OAG); Rivero, Fernando (OAG); Saginaw, Aimee (OAG); Schreiber, Sheila (OAG); Spears, Marian (OAG); Staples, Cheri H. (DDOT); Stokes, Kevin (OSSE); Swaruup, Vikram (OAG); Taylor, Keysha (OCP); Teixeira, Charles (OAG); Thomas, Michelle D. (OAG); Thomas, Noelle (OAG); Thomas, Zoe (DCHR); Tildon, Rhonda (OAG); Townsend, Audrey (EOM); Turner, Tonya J. (OAG); Usmanova, Ozoda (OAG); Warren, James Jr (DPR); Warren, Robert (DHS); Wedderburn, Patrice (OAG); Wiley, Julia (DHCD); Williams, Burnette (OIG); Wojdowski, Jaime (OHR); Woods, Stephon (OAG); Kohlman, Gary (OAG)

Good Afternoon,

This confirmation is proof of your enrollment in ***Investigations and Interview Techniques***. This session is slated for Tuesday, November 12, 2019 from 3:00pm-5:00pm and located here at 441 4th Street NW in the DGS Citywide Conference Center Room 1107 - 11th Floor South. If you are no longer able to attend this session, please decline this confirmation appointment. Thank you --

Butler-Truesdale, Tonya (DHCD)

From: Black, Paulette (OAG)
Sent: Monday, November 04, 2019 11:58 AM
To: Butler-Truesdale, Tonya (DHCD)
Subject: RE: CLE Training Opportunity - Investigations and Interview Techniques

The training date is November 12, 2019. Are you still interested in attending?

Paulette V. Black
Training Coordinator
Office of the Attorney General for the
District of Columbia
441 4th Street, NW Suite 700 South
Washington, D.C. 20001
Phone: (202) 724-7149
Fax: (202) 741-8565
Email: Paulette.Black@dc.gov

Annually, all attorneys are required to complete 12 hours of CLE training credit, 3 hours of which must be ethics -- by August 31st for line attorney, by September 30th for attorney managers.

Management Supervisory Service (MSS) employees are required to complete mandatory MSS classes annually. Dates for Mandatory classes are forwarded once created.

Along with the 12 hours of CLE training credit, Attorney Managers are required to complete Management/Supervisory training. 12 hours for seasoned attorney managers, 40 hours for new attorney managers.

The Center for Learning Development (CLD) offers several training classes daily. They offer computer-based, professional development and management classes, just to name a few. Course calendar may be found in PeopleSoft.

To earn more training credit, contact me to facilitate a training course for your peers.

From: Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>
Sent: Wednesday, October 30, 2019 4:23 PM
To: Black, Paulette (OAG) <paulette.black@dc.gov>
Cc: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>; Wiley, Julia (DHCD) <julia.wiley@dc.gov>
Subject: RE: CLE Training Opportunity - Investigations and Interview Techniques

Greetings Ms. Black:

I would like to attend the Investigations and Interview Techniques training on September 12, 2019 from 3pm to 5pm. I have attached the in-house training form and my superior is copied herein.

Tonya

Tonya M. Butler-Truesdale, Esq.
Rental Property Program Specialist

Housing Regulation Administration
 Rental Accomodation Divsion
 District of Columbia Department of Housing and Community Development
 1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
 (p) 202-442-7214 | (f) (202) 645-5870
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>



From: Wiley, Julia (DHCD) <julia.wiley@dc.gov>
Sent: Wednesday, October 30, 2019 12:46 PM
To: Christian, Kathy (DHCD) <kathy.christian@dc.gov>; Condell, Tonya (DHCD) <tonya.condell@dc.gov>; Cooper, Donnette (DHCD) <donnette.cooper@dc.gov>; Giboney, Prentiss (DHCD) <prentiss.giboney@dc.gov>; McKenzie, Joan (DHCD) <joan.mckenzie@dc.gov>; McMiller, Michael (DHCD) <michael.mcmiller@dc.gov>; Moore, Antoinette (DHCD) <antoinette.moore@dc.gov>; Bulmash, Gene (DHCD) <gene.bulmash@dc.gov>; Laney, Terrance (DHCD) <Terrance.Laney@dc.gov>; McClelland, Shanice (DHCD) <shanice.mcclelland@dc.gov>; Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>; Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov> ✍
Cc: Joemah, Dionne (DHCD) <Dionne.Joemah@dc.gov>
Subject: FW: CLE Training Opportunity - Investigations and Interview Techniques

FYI – Skillful investigation and interview techniques extend beyond litigation.

Julia

Julia H. Wiley

General Counsel
 District of Columbia Department of Housing and Community Development
 1800 Martin Luther King Jr Avenue SE | Room 346 | Washington DC 20020
 D 202 442 6975 | C 202 657 8487 | F 202 645 6730
julia.wiley@dc.gov
<http://dhcd.dc.gov>

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From: Black, Paulette (OAG)
Sent: Wednesday, October 30, 2019 12:03 PM
To: allpersonnel-oag@dc.gov; Abbasi, Ayesha (EOM) <ayesha.abbasi@dc.gov>; Adams, Corliss V. (DGS) <corlissv.adams@dc.gov>; Adams, Eugene (OAH) <eugene.adams@dc.gov>; Afoakwah, Kimberly (EOM) <kimberly.afoakwah@dc.gov>; Agyemang, Nana (EOM) <Nana.Agyemang@dc.gov>; Akyereko, Beth-Sherri (EOM) <Beth-Sherri.Akyereko@dc.gov>; Alberta, Mark (EOM) <Mark.Alberta@dc.gov>; Alexander, Marceline (FEMS) <Marceline.Alexander@dc.gov>; Allen, Brett (DSLBD) <Brett.Allen@dc.gov>; Allen, Niquelle (BEGA) <Niquelle.Allen@dc.gov>; Allsopp, Runako (DCRA) <runako.allsopp@dc.gov>; Alula, Claudine (DISB) <claudine.alula@dc.gov>; Amare, Genet (DCRA) <Genet.Amare@dc.gov>; Amato, Maria (DOC) <Maria.Amato@dc.gov>;

Aniton, Michael (DCSAA) <michael.aniton@dc.gov>; Appiah, Lindsey (DYRS) <lindsey.appiah@dc.gov>; Aqui, Dean (EOM) <dean.aqui@dc.gov>; Back, Mark (DDS) <mark.back@dc.gov>; Bailey, Nana (DDOT) <nana.bailey@dc.gov>; Bair, Tonia (OAG) <tonia.bair@dc.gov>; Ballard, Jordan (DHS) <jordan.ballard@dc.gov>; Barash, Scott (DCPS) <scott.barash@dc.gov>; Barbera, Charles (EOM) <charles.barbera@dc.gov>; Barbour, Jennifer (DCRA) <jennifer.barbour@dc.gov>; Barker, Adessa (EOM) <adessa.barker@dc.gov>; Barnett, Ivy (DHCD) <ivy.barnett@dc.gov>; Barnett, Shawnnell (DOC) <Shawnnell.Barnett@dc.gov>; Beard, Andre (DISB) <andre.beard@dc.gov>; Bell, Janell (EOM) <Janell.Bell@dc.gov>; Beltran, Xavier (EOM) <Xavier.Beltran@dc.gov>; Bender, Michael (OSSE) <Michael.Bender@dc.gov>; Bennett, Deborah (DCRA) <deborah.bennett@dc.gov>; Berman, Jonathan (ABRA) <jonathan.berman@dc.gov>; Biney, Stacy (OHR) <Stacy.Biney@dc.gov>; Black, Dion (EOM) <Dion.Black2@dc.gov>; Blackstone, Lilah (DISB) <lilah.blackstone@dc.gov>; Blivess, Steven (FEMS) <steven.blivess@dc.gov>; Bocock, Monique (DCTC) <Monique.Bocock2@dc.gov>; Boelter, Gordon (OCT) <gordon.boelter@dc.gov>; Bolling, Melinda (DCRA) <melinda.bolling@dc.gov>; Bonilla, William (OCP) <William.Bonilla@dc.gov>; Boto, Jason (DDS) <jason.boto@dc.gov>; Bramble, Jocelyn (DISB) <Jocelyn.Bramble@dc.gov>; Branson, Karen (OIG) <karen.branson@dc.gov>; Brathwaite, Van (DOH) <van.brathwaite@dc.gov>; Brown, Herman (EOM) <herman.brown@dc.gov>; Brown, Leah (DDOT) <Leah.Brown@dc.gov>; Brown, Marie-Claire (DOH) <marie-claire.brown@dc.gov>; Brown, Monica J. (DHS) <monicaj.brown@dc.gov>; Brown, Pamela (OCTO) <pamela.brown5@dc.gov>; Brown, Tiffany L. (DDS) <tiffanyl.brown@dc.gov>; Bryant, Asha (EOM) <asha.bryant@dc.gov>; Bryant, Dionne M. (CFSA) <Dionne.Bryant@dc.gov>; Bullock, Repunzelle (OAH) <Repunzelle.Bullock2@dc.gov>; Burnett, Caroline (DOEE) <caroline.burnett@dc.gov>; Burnett, Gregory (OSSE) <gregory.burnett@dc.gov>; Butler, Lisa D (DISB) <lisad.butler@dc.gov>; Campbell, Renee (DHCF) <renee.campbell2@dc.gov>; Caspari, Amy (DPR) <amy.caspari@dc.gov>; Caspari, Matthew (DBH) <Matthew.Caspari@dc.gov>; Castor, Jennifer (EOM) <jennifer.castor@dc.gov>; Catherine V. Pagano <catherine.v.pagano@usps.gov>; Cavendish, Betsy (EOM) <betsy.cavendish@dc.gov>; Chandler, Cory (CFSA) <cory.chandler@dc.gov>; Chandy, Sunu (OHR) <sunu.chandy@dc.gov>; Cheek, John (DCHR) <john.cheek@dc.gov>; Chor, Tanya (DCPS) <Tanya.Chor@dc.gov>; Chounoune, Rudy (FEMS) <Rudy.Chounoune@dc.gov>; Christian, Kathy (DHCD) <kathy.christian@dc.gov>; Cleary, Meghan (DHS) <[Meghan.Cleary@dc.gov](mailto: Meghan.Cleary@dc.gov)>; Clegg, Olga (DOH) <olga.clegg@dc.gov>; Collins, Lynette (DCPS) <lynette.collins@dc.gov>; Condell, Tonya (DHCD) <tonya.condell@dc.gov>; Cooper, Donnette (DHCD) <donnette.cooper@dc.gov>; Crane, Margaret (DDOT) <margaret.crane@dc.gov>; Davis, Christine (DPW) <christine.davis@dc.gov>; Davis, Kelly (DHS) <kelly.davis@dc.gov>; Day, Adrienne (OSSE) <adrienne.day@dc.gov>; Deal, Thomas (OHR) <thomas.deal@dc.gov>; DeVillier, Mikelle (OCME) <Mikelle.DeVillier@dc.gov>; DeWire, Kristen (DOEE) <kristen.dewire@dc.gov>; Dickman, David (DOEE) <david.dickman@dc.gov>; Dimino, Maureen (DBH) <Maureen.Dimino@dc.gov>; Donkor, Patricia (DCRA) <Patricia.Donkor2@dc.gov>; DosSantos, Simone (DISB) <simone.dossantos@dc.gov>; Douds, Justin (DCPS) <justin.douds@dc.gov>; Douglas, Robin (DYRS) <robin.douglas@dc.gov>; Dubin, Glenn (DDOT) <glenn.dubin@dc.gov>; Edmondson, Lauren (DHCD) <lauren.edmondson@dc.gov>; Edmunds, Carmela (OSSE) <carmela.edmunds@dc.gov>; Edwards, Malik (DSLBD) <malik.edwards@dc.gov>; Ellis, Maia (OAH) <maia.ellis@dc.gov>; Evans, Gregory (EOM/DCHR) <gregory.evans@dc.gov>; Evia, Aristotle (DOEE) <aristotle.evia@dc.gov>; Farhangi, Amir (DCHR) <Amir.Farhangi2@dc.gov>; Ferguson, Ashlei (OAH) <Ashlei.Ferguson2@dc.gov>; Figueroa, Elizabeth (OAH) <elizabeth.figueroa@dc.gov>; Fitzgerald, Elizabeth (DOH) <Elizabeth.Fitzgerald@dc.gov>; Fleps, Christina (OCTO) <christina.fleps@dc.gov>; Forman, SarahJane (OSSE) <sarahjane.forman@dc.gov>; Gardiner, Kevin (DDS) <kevin.gardiner@dc.gov>; Gerst, Andrew (OCTO) <Andrew.Gerst2@dc.gov>; Gilbert, Laurie (DBH) <Laurie.Gilbert@dc.gov>; Giles, Susan (DOEE) <susan.giles@dc.gov>; Girard, Kaitlyn (EOM) <kaitlyn.girard@dc.gov>; Glasser, David (DMV) <david.glasser@dc.gov>; Gohil, Ajay (DOH) <ajay.gohil@dc.gov>; Gore, Cameron (DGS) <cameron.gore@dc.gov>; Govan, Eboni (DCPS) <Eboni.Govan@dc.gov>; Gray, Jessica (DDS) <jessica.gray@dc.gov>; Green, Hugh (DCRA) <hugh.green@dc.gov>; Green, Matthew (DCRA) <matthew.green@dc.gov>; Grey, Nicola N. (CFSA) <nicola.grey@dc.gov>; Grimaldi, John J. (BEGA) <John.Grimaldi@dc.gov>; Gurkin, Danielle (DFHV) <Danielle.Gurkin@dc.gov>; Hadjiloucas, Aphrodite (DCHR) <Aphrodite.Hadjiloucas2@dc.gov>; Hall, Jonathan (MPD) <jonathan.hall@dc.gov>; Hapeman, Nancy (OCP) <nancy.hapeman@dc.gov>; Harrington, Jody (OCP) <jody.harrington@dc.gov>; Harris, Ronald (MPD) <Ronald.Harris@dc.gov>; Harris, Tiffany (DCHR) <Tiffany.Harris2@dc.gov>; Harris, Vincent (EOM) <Vincent.Harris@dc.gov>; Harris-Lindsey, Quinne (DCPS) <quinne.harris-lindsey@dc.gov>; Hathaway, Michael (EOM) <michael.hathaway@dc.gov>; Hathi, Adarsh (DMPED) <adarsh.hathi@dc.gov>; Hayes, Dionne (DPW) <dionne.hayes@dc.gov>; Healy, Victoria (DCPS) <Victoria.Healy@dc.gov>;

Hildum, Robert (OAH) <Robert.Hildum2@dc.gov>; Hnatowski, Lauren E. (DBH) <lauren.hnatowski@dc.gov>; Hoffman-Peak, Hillary (OSSE) <Hillary.Hoffman-Peak@dc.gov>; Hui, Irene (DHCF) <irene.hui@dc.gov>; Husband, Phillip (DOH) <phillip.husband@dc.gov>; Inspektor, Yair (DCPS) <yair.inspektor@dc.gov>; Intrieri, Alana (EOM) <alana.intrieri@dc.gov>; Jackson, Dennis (EOM) <dennis.jackson3@dc.gov>; Jaffe, William (DCPS) <william.jaffe2@dc.gov>; Jain, Rashmi (CFSA) <Rashmi.Jain@dc.gov>; Jefferson, Dwayne C. (FEMS) <Dwayne.Jefferson@dc.gov>; Jenkins, Martha (ABRA) <Martha.Jenkins@dc.gov>; Joemah, Dionne (DHCD) <Dionne.Joemah@dc.gov>; Johnson, Devin (DHCD) <devin.johnson@dc.gov>; Johnson, Jamarj (DPR) <jamarj.johnson@dc.gov>; Johnson, Jennifer (ABRA) <jennifer.johnson2@dc.gov>; Johnson, Lavanashell (DDS) <lavanashell.johnson@dc.gov>; Johnson, Sheryl (DHCF) <sheryl.johnson@dc.gov>; Jones-Bosier, Tanya (OAG) <tanya.jones-bosier@dc.gov>; Jough, Katherine (DGS) <katherine.jough@dc.gov>; Justice, Rena (DBH) <rena.justice@dc.gov>; Karim, Hussain (DOEE) <hussain.karim@dc.gov>; Kentoff, Michael (EOM) <Michael.Kentoff@dc.gov>; Khaing, Hnin (OHR) <hnin.khaing@dc.gov>; Khalid, Sulma (DHCD) <sulma.khalid@dc.gov>; Kirkwood, Michael (DCOA) <Michael.Kirkwood2@dc.gov>; Klug, Alessandra (DHCF) <alessandra.klug@dc.gov>; Koslosky, Ryan (OCP) <Ryan.Koslosky2@dc.gov>; Krainak, Michael (EOM) <Michael.Krainak@dc.gov>; Kratchman, Paul (CFSA) <Paul.Kratchman@dc.gov>; Kron, Nathan (DOEE) <Nathan.Kron@dc.gov>; Lampron, Katherine (DOC) <katherine.lampron@dc.gov>; Lee, Renunda (DHS) <Renunda.Lee2@dc.gov>; Levi, Adam (DISB) <adam.levi@dc.gov>; Levy, Michael (EOM) <michael.levy@dc.gov>; Lewis, Turna (OCTO) <turna.lewis@dc.gov>; Lewis-Plummer, Rhesha (DOES) <rhesha.lewis-plummer@dc.gov>; Liebowitz, Kenneth (EOM) <kenneth.liebowitz@dc.gov>; Logan, Gavin (OCT) <gavin.logan@dc.gov>; Lord-Sorensen, Adrienne (DCRA) <adrienne.lord-sorensen@dc.gov>; Lynch, Nicole (MPD) <nicole.lynch@dc.gov>; Mahmud, Omar (DCPS) <Omar.Mahmud@dc.gov>; Maltz, Stephanie (EOM) <Stephanie.Maltz2@dc.gov>; Marshall, Karim (EOM) <Karim.Marshall@dc.gov>; Maxwell, Lauren (DOEE) <lauren.maxwell@dc.gov>; Mayer, Daniel (RHC) <daniel.mayer@dc.gov>; McCall, Daniel (DCPS) <daniel.mccall@dc.gov>; McGraw, Esther (DCRA) <Esther.McGraw2@dc.gov>; McKenzie, Joan (DHCD) <joan.mckenzie@dc.gov>; McMiller, Michael (DHCD) <michael.mcmiller@dc.gov>; McRae, Lorenzo (DSLBD) <lorenzo.mcrae@dc.gov>; McWhirter, Shanice (DPW) <Shanice.McWhirter@dc.gov>; Mehra, Reema (DCHR) <reema.mehra@dc.gov>; Merene, Deon (DBH) <Deon.Merene@dc.gov>; Mingal, Adam (DACL) <adam.mingal@dc.gov>; z-Mitchell, Tara (DGS) <tara.mitchell@dc.gov>; Moir, Thomas (EOM) <Thomas.Moir@dc.gov>; Moore, Antoinette (DHCD) <antoinette.moore@dc.gov>; Mullin, Beth (DOEE) <beth.mullin@dc.gov>; Mullins, Jennifer C. (DDS) <jennifer.mullins@dc.gov>; Natale, Vanessa (OAH) <vanessa.natale@dc.gov>; Naylor, Kathryn (EOM) <Kathryn.Naylor@dc.gov>; Nielsen, Marc (DOEE) <marc.nielsen@dc.gov>; Nolen, Shawn (OAH) <shawn.nolen@dc.gov>; noteware2, rachel (OAH) <rachel.noteware2@dc.gov>; Oates, Tiffany (OSSE) <tiffany.oates@dc.gov>; OConnell, Michael (DDOT) <michael.oconnell@dc.gov>; Ohiomoba, Deborah (DYRS) <deborah.ohiomoba@dc.gov>; Olsen, Mia (DBH) <Mia.Olsen2@dc.gov>; O'Neill, Jonathan (EOM) <jonathan.o'neill@dc.gov>; Parker, Charlotte (DISB) <Charlotte.Parker@dc.gov>; Parker-Woolridge, Doris (DCRA) <doris.parker-woolridge@dc.gov>; Patel, Neha (DDS) <neha.patel@dc.gov>; Perry, Beverly (EOM) <beverly.perry@dc.gov>; Perry-Gaiter, Grace (DCPL) <grace.perry-gaiter@dc.gov>; Petry, Colin (DGS) <colin.petry@dc.gov>; Plummer, Rhesha (DHCF) <rhesha.plummer@dc.gov>; Plynton, Isha (OHR) <z-isha.plynton@dc.gov>; Postulka, John (DCRA) <john.postulka@dc.gov>; Preneta, Kasia (DDS) <kasia.preneta@dc.gov>; Quon, Teresa J.A. (MPD) <Teresa.Quon@dc.gov>; Radkar, Smruti (OCTO) <Smruti.Radkar@dc.gov>; Raines, Janea (ABRA) <janea.raines@dc.gov>; Randall, April (ABRA) <April.Randall2@dc.gov>; Randall, April (DHS) <April.Randall@dc.gov>; Rayment, Mary (DHS) <Mary.Rayment@dc.gov>; Reaves, Randall (OAG) <randall.reaves@dc.gov>; Reed, Dena (EOM) <dena.reed@dc.gov>; Reese, Andrew (DDS) <andrew.reese@dc.gov>; Regan, Jeremiah S. (OCP) <jeremiah.regan@dc.gov>; Rich, Edward (DOH) <edward.rich@dc.gov>; Rich, Polly (DDOE) <polly.rich@dc.gov>; Richardson, Orriel (DHCF) <orriel.richardson@dc.gov>; Richardson, Tracey B. (DBH) <tracey.richardson@dc.gov>; Ridley, Andrew (OAG) <andrew.ridley@dc.gov>; Robinson, Ebony (OHR) <ebony.robinson3@dc.gov>; Robinson, Tonya (DOES) <tonya.robinson@dc.gov>; Rooney, Surobhi (DHCF) <surobhi.rooney@dc.gov>; Ross, Ronald (EOM) <ronald.ross@dc.gov>; Rushkoff, Bennett (OAH) <bennett.rushkoff3@dc.gov>; Ryan, Terry (MPD) <terry.ryan@dc.gov>; Sabbakhan, Camille (DGS) <camille.sabbakhan@dc.gov>; Sadel, Steven (OAG) <steven.sadel@dc.gov>; SandersSmall, Nakeasha (DPW) <nakeasha.sanderssmall@dc.gov>; Satterlee, Erika (EOM) <erika.satterlee@dc.gov>; Schildkraut, Robert (OAG) <robert.schildkraut@dc.gov>; Seales Jr., Frank (DDOT) <frank.seales@dc.gov>; Sebastian, Thea (EOM) <thea.sebastian@dc.gov>; Seshasai, Karuna (EOM) <karuna.seshasai@dc.gov>; Simmons, Emily (DCHR) <Emily.Simmons@dc.gov>; Simmons, Kyle (EOM) <kyle.simmons@dc.gov>; Sirvaityte, Elle (DDS)

<Elle.Sirvaityte@dc.gov>; Sisnett, Alana (EOM) <Alana.Sisnett@dc.gov>; Smalls, Linda (DCPS) <linda.smalls@dc.gov>; Sobin, Darrin (BEGA) <Darrin.Sobin@dc.gov>; Staples, Cheri H. (DDOT) <cheri.staples@dc.gov>; Stokes, Kevin (OSSE) <Kevin.Stokes@dc.gov>; Surabian, Jay (EOM) <jay.surabian@dc.gov>; Fenzel, Suzanne (DOH) <suzanne.fenzel3@dc.gov>; Tallon, Michale (EOM) <michale.tallon@dc.gov>; Tammara, Nagesh (OSSE) <nagesh.tammara@dc.gov>; Taylor, Alexis (OAH) <alexis.taylor@dc.gov>; Taylor, Keysha (OCP) <Keysha.Taylor@dc.gov>; Thomas, Charles (DCRA) <charles.thomas@dc.gov>; Thomas, Charles L. (DYRS) <Charles.Thomas5@dc.gov>; Thomas, Zoe (DCHR) <zoe.thomas@dc.gov>; Thomas, Zoe (OSSE) <zoe.thomas@dc.gov>; Thompson, Vernon (DCHR) <Vernon.thompson@dc.gov>; Turpin, Carl (DCPS) <Carl.Turpin@dc.gov>; Vancroft, Keith (OIG) <keith.vancroft@dc.gov>; Vent, Henning (OSSE) <henning.vent@dc.gov>; Viehmeyer, Mark (MPD) <mark.viehmeyer@dc.gov>; Vongjaroenrat, Panravee (DOH) <panravee.vongjaroenrat@dc.gov>; Walp, Kristen (DGS) <Kristen.Walp@dc.gov>; Warren, Robert (DHS) <robert.warren@dc.gov>; Washington, Maya (DCPS) <Maya.Washington@dc.gov>; Weithers, Camille M. (CFSA) <Camille.Weithers@dc.gov>; Wiley, Julia (DHCD) <julia.wiley@dc.gov>; William Dunlap (DHS) <William.Dunlap@dc.gov>; Williams, Anndreeze (DBH) <anndreeze.williams@dc.gov>; Williams, Carla (DOH) <Carla.Williams@dc.gov>; Williams, Richard (DDS) <richard.williams@dc.gov>; Wilmore, Brenda (MPD) <brenda.wilmore@dc.gov>; Wilson, Carl (CAH) <carl.wilson@dc.gov>; Winston, Kia (DCRA) <kia.winston@dc.gov>; Woods, Alton (DDOT) <Alton.Woods@dc.gov>; z-Rubenstein, Steven (DCPS) <z-Steven.Rubenstein2@dc.gov>; Anthony, Lavita (EOM) <lavita.anthony@dc.gov>; Bailey, Brenda (DHS) <brenda.bailey@dc.gov>; Brown, Mia (OAH) <Mia.Brown2@dc.gov>; Cephas, Maelena (DDOT) <maelena.cephas@dc.gov>; Chapman-Kassa, Aretha (DCPS) <Aretha.Chapman-Kassa@dc.gov>; Etwaroo, Larissa (DOEE) <larissa.etwaroo@dc.gov>; Findley, Flora (DOES) <flora.findley@dc.gov>; Ford, Betty (DHS) <betty.ford@dc.gov>; Gillespie, Catrina (DCPS) <Catrina.Gillespie@dc.gov>; Harley, Angela (OAH) <angela.harley@dc.gov>; Hayes, Floyd (DCPS) <floyd.hayes@dc.gov>; xHorton, Richard (DISB) <richard.horton@dc.gov>; Hunter, Patricia E. (DHS) <patricia.hunter@dc.gov>; Malry, Frances (DCPS) <frances.malry@dc.gov>; Mathis, Michelle (DISB) <michelle.mathis@dc.gov>; McBride, Keenan (DISB) <keenan.mcbride@dc.gov>; Nottingham, Angela (DHCD) <angela.nottingham@dc.gov>; Singleton, Wendy B. (CFSA) <wendy.singleton@dc.gov>; Taliaferro, Monika M. (DCPL) <monika.taliaferro@dc.gov>; Thomas, Charles L. (CFSA) <charlesl.thomas@dc.gov>; Tucker-Jackson, Lorna (MPD) <Lorna.Tucker-Jackson@dc.gov>; Turrentine, Shayna (DCPS) <shayna.turrentine@dc.gov>; Williams, Ann J. (DCPS) <ann.williams@dc.gov>; Williams, Daisy (DHS) <daisy.williams@dc.gov>
Cc: Poteat, Stephanie (DGS) <stephanie.poteat@dc.gov>; White, Giavanna (EOM) <giavanna.white@dc.gov>
Subject: CLE Training Opportunity - Investigations and Interview Techniques

Good Afternoon All:

On Tuesday, November 12, 2019 from 3:00pm-5:00pm, one of the best investigators in the city will be at the Office of the Attorney General to discuss **Investigations and Interview Techniques**. Bill Corboy was with the Metropolitan Police Department for 23 years, most of those in the Homicide Squad. He rose up the ranks from Sergeant to Lieutenant to Captain and eventually Deputy Chief of the Homicide Squad. Since retiring in 2000, Corboy has been an investigator for numerous law firms in a wide range of cases from civil RICO to Congressional investigations.

Senior Counsel for Litigation Gary Kohlman has seen Corboy in action, once as an adversary in a murder case and again as his retained investigator in a high profile labor RICO case. In Kohlman's words, "There is no more skillful investigator in the country than Corboy. It's a blessing to have him on your side and a curse if he is on the other side."

This presentation will be extremely beneficial to every lawyer or investigator in the office involved in litigation, be it civil or criminal, affirmative or defensive.

This session will be located at 441 4th Street, NW in the DGS Citywide Conference Center Room 1107 - 11th Floor South. Registrations will be taken on a first come first serve basis. To attend, you may either

forward the attached In-house Training Authorization Form or respond to this email. If responding to this email, be sure to cc" your supervisor for approval. All persons within the Child Support Services Division should follow their Division's enrollment policy. Thank you -

This course offers 2.0 hours of Legal Training Credit that can be used towards your annual training requirements.

All Department heads are requested to urge your staff to attend.

Paulette V. Black

Training Coordinator

Office of the Attorney General for the
District of Columbia

441 4th Street, NW Suite 700 South
Washington, D.C. 20001

Phone: (202) 724-7149

Fax: (202) 741-8565

Email: Paulette.Black@dc.gov

Annually, all attorneys are required to complete 12 hours of CLE training credit, 3 hours of which must be ethics – by August 31st for line attorney, by September 30th for attorney managers.

Management Supervisory Service (MSS) employees are required to complete mandatory MSS classes annually. Dates for Mandatory classes are forwarded once created.

Along with the 12 hours of CLE training credit, Attorney Managers are required to complete Management/Supervisory training. 12 hours for seasoned attorney managers, 40 hours for new attorney managers.

The Center for Learning Development (CLD) offers several training classes daily. They offer computer-based, professional development and management classes, just to name a few. Course calendar may be found in PeopleSoft.

To earn more training credit, contact me to facilitate a training course for your peers.

Butler-Truesdale, Tonya (DHCD)

From: Wiley, Julia (DHCD)
Sent: Wednesday, October 30, 2019 12:46 PM
To: Christian, Kathy (DHCD); Condell, Tonya (DHCD); Cooper, Donnette (DHCD); Giboney, Prentiss (DHCD); McKenzie, Joan (DHCD); McMiller, Michael (DHCD); Moore, Antoinette (DHCD); Bulmash, Gene (DHCD); Laney, Terrance (DHCD); McClelland, Shanice (DHCD); Pair, Lauren (DHCD); Butler-Truesdale, Tonya (DHCD)
Cc: Joemah, Dionne (DHCD)
Subject: FW: CLE Training Opportunity - Investigations and Interview Techniques
Attachments: In-house training form-OAG (5).doc

FYI – Skillful investigation and interview techniques extend beyond litigation.

Julia

Julia H. Wiley

General Counsel
 District of Columbia Department of Housing and Community Development
 1800 Martin Luther King Jr Avenue SE | Room 346 | Washington DC 20020
 D 202 442 6975 | C 202 657 8487 | F 202 645 6730
julia.wiley@dc.gov
<http://dhcd.dc.gov>

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From: Black, Paulette (OAG)

Sent: Wednesday, October 30, 2019 12:03 PM

To: allpersonnel-oag@dc.gov; Abbasi, Ayesha (EOM) <ayesha.abbasi@dc.gov>; Adams, Corliss V. (DGS) <corlissv.adams@dc.gov>; Adams, Eugene (OAH) <eugene.adams@dc.gov>; Afoakwah, Kimberly (EOM) <kimberly.afoakwah@dc.gov>; Agyemang, Nana (EOM) <Nana.Agyemang@dc.gov>; Akyereko, Beth-Sherri (EOM) <Beth-Sherri.Akyereko@dc.gov>; Alberta, Mark (EOM) <Mark.Alberta@dc.gov>; Alexander, Marceline (FEMS) <Marceline.Alexander@dc.gov>; Allen, Brett (DSLBD) <Brett.Allen@dc.gov>; Allen, Niquelle (BEGA) <Niquelle.Allen@dc.gov>; Allsopp, Runako (DCRA) <runako.allsopp@dc.gov>; Alula, Claudine (DISB) <claudine.alula@dc.gov>; Amare, Genet (DCRA) <Genet.Amare@dc.gov>; Amato, Maria (DOC) <Maria.Amato@dc.gov>; Aniton, Michael (DCSAA) <michael.aniton@dc.gov>; Appiah, Lindsey (DYRS) <lindsey.appiah@dc.gov>; Aqui, Dean (EOM) <dean.aqui@dc.gov>; Back, Mark (DDS) <mark.back@dc.gov>; Bailey, Nana (DDOT) <nana.bailey@dc.gov>; Bair, Tonia (OAG) <tonia.bair@dc.gov>; Ballard, Jordan (DHS) <jordan.ballard@dc.gov>; Barash, Scott (DCPS) <scott.barash@dc.gov>; Barbera, Charles (EOM) <charles.barbera@dc.gov>; Barbour, Jennifer (DCRA) <jennifer.barbour@dc.gov>; Barker, Adessa (EOM) <adessa.barker@dc.gov>; Barnett, Ivy (DHCD) <ivy.barnett@dc.gov>; Barnett, Shawnnell (DOC) <Shawnnell.Barnett@dc.gov>; Beard, Andre (DISB) <andre.beard@dc.gov>; Bell, Janell (EOM) <Janell.Bell@dc.gov>; Beltran, Xavier (EOM) <Xavier.Beltran@dc.gov>; Bender, Michael (OSSE) <Michael.Bender@dc.gov>; Bennett, Deborah (DCRA) <deborah.bennett@dc.gov>; Berman, Jonathan (ABRA) <jonathan.berman@dc.gov>; Biney, Stacy (OHR) <Stacy.Biney@dc.gov>; Black, Dion (EOM) <Dion.Black2@dc.gov>; Blackstone, Lilah (DISB) <lilah.blackstone@dc.gov>; Blivess, Steven (FEMS) <steven.blivess@dc.gov>; Bocock, Monique (DCTC) <Monique.Bocock2@dc.gov>; Boelter, Gordon (OCT) <gordon.boelter@dc.gov>; Bolling, Melinda (DCRA) <melinda.bolling@dc.gov>; Bonilla, William (OCP) <William.Bonilla@dc.gov>; Botop, Jason (DDS) <jason.botop@dc.gov>; Bramble, Jocelyn (DISB) <Jocelyn.Bramble@dc.gov>; Branson, Karen (OIG) <karen.branson@dc.gov>; Brathwaite, Van (DOH) <van.brathwaite@dc.gov>; Brown, Herman (EOM) <herman.brown@dc.gov>; Brown, Leah (DDOT) <Leah.Brown@dc.gov>; Brown, Marie-Claire (DOH) <marie-

claire.brown@dc.gov>; Brown, Monica J. (DHS) <monicaj.brown@dc.gov>; Brown, Pamela (OCTO) <pamela.brown5@dc.gov>; Brown, Tiffany L. (DDS) <tiffanyl.brown@dc.gov>; Bryant, Asha (EOM) <asha.bryant@dc.gov>; Bryant, Dionne M. (CFSA) <Dionne.Bryant@dc.gov>; Bullock, Repunzelle (OAH) <Repunzelle.Bullock2@dc.gov>; Burnett, Caroline (DOEE) <caroline.burnett@dc.gov>; Burnett, Gregory (OSSE) <gregory.burnett@dc.gov>; Butler, Lisa D (DISB) <lisad.butler@dc.gov>; Campbell, Renee (DHCF) <renee.campbell2@dc.gov>; Caspari, Amy (DPR) <amy.caspari@dc.gov>; Caspari, Matthew (DBH) <Matthew.Caspari@dc.gov>; Castor, Jennifer (EOM) <jennifer.castor@dc.gov>; Catherine V. Pagano <catherine.v.pagano@usps.gov>; Cavendish, Betsy (EOM) <betsy.cavendish@dc.gov>; Chandler, Cory (CFSA) <cory.chandler@dc.gov>; Chandy, Sunu (OHR) <sunu.chandy@dc.gov>; Cheek, John (DCHR) <john.cheek@dc.gov>; Chor, Tanya (DCPS) <Tanya.Chor@dc.gov>; Chounoune, Rudy (FEMS) <Rudy.Chounoune@dc.gov>; Christian, Kathy (DHCD) <kathy.christian@dc.gov>; Cleary, Meghan (DHS) <Meghan.Cleary@dc.gov>; Clegg, Olga (DOH) <olga.clegg@dc.gov>; Collins, Lynette (DCPS) <lynette.collins@dc.gov>; Condell, Tonya (DHCD) <tonya.condell@dc.gov>; Cooper, Donnette (DHCD) <donnette.cooper@dc.gov>; Crane, Margaret (DDOT) <margaret.crane@dc.gov>; Davis, Christine (DPW) <christine.davis@dc.gov>; Davis, Kelly (DHS) <kelly.davis@dc.gov>; Day, Adrienne (OSSE) <adrienne.day@dc.gov>; Deal, Thomas (OHR) <thomas.deal@dc.gov>; DeVillier, Mikelle (OCME) <Mikelle.DeVillier@dc.gov>; DeWire, Kristen (DOEE) <kristen.dewire@dc.gov>; Dickman, David (DOEE) <david.dickman@dc.gov>; Dimino, Maureen (DBH) <Maureen.Dimino@dc.gov>; Donkor, Patricia (DCRA) <Patricia.Donkor2@dc.gov>; DosSantos, Simone (DISB) <simone.dossantos@dc.gov>; Douds, Justin (DCPS) <justin.douds@dc.gov>; Douglas, Robin (DYRS) <robin.douglas@dc.gov>; Dubin, Glenn (DDOT) <glenn.dubin@dc.gov>; Edmondson, Lauren (DHCD) <lauren.edmondson@dc.gov>; Edmunds, Carmela (OSSE) <carmela.edmunds@dc.gov>; Edwards, Malik (DSLBD) <malik.edwards@dc.gov>; Ellis, Maia (OAH) <maia.ellis@dc.gov>; Evans, Gregory (EOM/DCHR) <gregory.evans@dc.gov>; Evia, Aristotle (DOEE) <aristotle.evia@dc.gov>; Farhangi, Amir (DCHR) <Amir.Farhangi2@dc.gov>; Ferguson, Ashlei (OAH) <Ashlei.Ferguson2@dc.gov>; Figueroa, Elizabeth (OAH) <elizabeth.figueroa@dc.gov>; Fitzgerald, Elizabeth (DOH) <Elizabeth.Fitzgerald@dc.gov>; Fleps, Christina (OCTO) <christina.fleps@dc.gov>; Forman, SarahJane (OSSE) <sarahjane.forman@dc.gov>; Gardiner, Kevin (DDS) <kevin.gardiner@dc.gov>; Gerst, Andrew (OCTO) <Andrew.Gerst2@dc.gov>; Gilbert, Laurie (DBH) <Laurie.Gilbert@dc.gov>; Giles, Susan (DOEE) <susan.giles@dc.gov>; Girard, Kaitlyn (EOM) <kaitlyn.girard@dc.gov>; Glasser, David (DMV) <david.glasser@dc.gov>; Gohil, Ajay (DOH) <ajay.gohil@dc.gov>; Gore, Cameron (DGS) <cameron.gore@dc.gov>; Govan, Eboni (DCPS) <Eboni.Govan@dc.gov>; Gray, Jessica (DDS) <jessica.gray@dc.gov>; Green, Hugh (DCRA) <hugh.green@dc.gov>; Green, Matthew (DCRA) <matthew.green@dc.gov>; Grey, Nicola N. (CFSA) <nicola.grey@dc.gov>; Grimaldi, John J. (BEGA) <John.Grimaldi@dc.gov>; Gurkin, Danielle (DFHV) <Danielle.Gurkin@dc.gov>; Hadjiloucas, Aphrodite (DCHR) <Aphrodite.Hadjiloucas2@dc.gov>; Hall, Jonathan (MPD) <jonathan.hall@dc.gov>; Hapeman, Nancy (OCP) <nancy.hapeman@dc.gov>; Harrington, Jody (OCP) <jody.harrington@dc.gov>; Harris, Ronald (MPD) <Ronald.Harris@dc.gov>; Harris, Tiffany (DCHR) <Tiffany.Harris2@dc.gov>; Harris, Vincent (EOM) <Vincent.Harris@dc.gov>; Harris-Lindsey, Quinne (DCPS) <quinne.harris-lindsey@dc.gov>; Hathaway, Michael (EOM) <michael.hathaway@dc.gov>; Hathi, Adarsh (DMPED) <adarsh.hathi@dc.gov>; Hayes, Dionne (DPW) <dionne.hayes@dc.gov>; Healy, Victoria (DCPS) <Victoria.Healy@dc.gov>; Hildum, Robert (OAH) <Robert.Hildum2@dc.gov>; Hnatowski, Lauren E. (DBH) <lauren.hnatowski@dc.gov>; Hoffman-Peak, Hillary (OSSE) <Hillary.Hoffman-Peak@dc.gov>; Hui, Irene (DHCF) <irene.hui@dc.gov>; Husband, Phillip (DOH) <phillip.husband@dc.gov>; Inspektor, Yair (DCPS) <yair.inspektor@dc.gov>; Intrieri, Alana (EOM) <alana.intrieri@dc.gov>; Jackson, Dennis (EOM) <dennis.jackson3@dc.gov>; Jaffe, William (DCPS) <william.jaffe2@dc.gov>; Jain, Rashmi (CFSA) <Rashmi.Jain@dc.gov>; Jefferson, Dwayne C. (FEMS) <Dwayne.Jefferson@dc.gov>; Jenkins, Martha (ABRA) <Martha.Jenkins@dc.gov>; Joemah, Dionne (DHCD) <Dionne.Joemah@dc.gov>; Johnson, Devin (DHCD) <devin.johnson@dc.gov>; Johnson, Jamarj (DPR) <jamarj.johnson@dc.gov>; Johnson, Jennifer (ABRA) <jennifer.johnson2@dc.gov>; Johnson, Lavanashell (DDS) <lavanashell.johnson@dc.gov>; Johnson, Sheryl (DHCF) <sheryl.johnson@dc.gov>; Jones-Bosier, Tanya (OAG) <tanya.jones-bosier@dc.gov>; Jough, Katherine (DGS) <katherine.jough@dc.gov>; Justice, Rena (DBH) <rena.justice@dc.gov>; Karim, Hussain (DOEE) <hussain.karim@dc.gov>; Kentoff, Michael (EOM) <Michael.Kentoff@dc.gov>; Khaing, Hnin (OHR) <hnin.khaing@dc.gov>; Khalid, Sulma (DHCD) <sulma.khalid@dc.gov>; Kirkwood, Michael (DCOA) <Michael.Kirkwood2@dc.gov>; Klug, Alessandra (DHCF) <alessandra.klug@dc.gov>; Koslosky, Ryan (OCP) <Ryan.Koslosky2@dc.gov>; Krainak, Michael (EOM) <Michael.Krainak@dc.gov>; Kratchman, Paul (CFSA) <Paul.Kratchman@dc.gov>; Kron, Nathan (DOEE) <Nathan.Kron@dc.gov>; Lampron, Katherine (DOC)

<katherine.lampron@dc.gov>; Lee, Renunda (DHS) <Renunda.Lee2@dc.gov>; Levi, Adam (DISB) <adam.levi@dc.gov>; Levy, Michael (EOM) <michael.levy@dc.gov>; Lewis, Turna (OCTO) <turna.lewis@dc.gov>; Lewis-Plummer, Rhesha (DOES) <rhesha.lewis-plummer@dc.gov>; Liebowitz, Kenneth (EOM) <kenneth.liebowitz@dc.gov>; Logan, Gavin (OCT) <gavin.logan@dc.gov>; Lord-Sorensen, Adrienne (DCRA) <adrienne.lord-sorensen@dc.gov>; Lynch, Nicole (MPD) <nicole.lynch@dc.gov>; Mahmud, Omar (DCPS) <Omar.Mahmud@dc.gov>; Maltz, Stephanie (EOM) <Stephanie.Maltz2@dc.gov>; Marshall, Karim (EOM) <Karim.Marshall@dc.gov>; Maxwell, Lauren (DOEE) <lauren.maxwell@dc.gov>; Mayer, Daniel (RHC) <daniel.mayer@dc.gov>; McCall, Daniel (DCPS) <daniel.mccall@dc.gov>; McGraw, Esther (DCRA) <Esther.McGraw2@dc.gov>; McKenzie, Joan (DHCD) <joan.mckenzie@dc.gov>; McMiller, Michael (DHCD) <michael.mcmiller@dc.gov>; McRae, Lorenzo (DSLBD) <lorenzo.mcrae@dc.gov>; McWhirter, Shanice (DPW) <Shanice.McWhirter@dc.gov>; Mehra, Reema (DCHR) <reema.mehra@dc.gov>; Merene, Deon (DBH) <Deon.Merene@dc.gov>; Mingal, Adam (DACL) <adam.mingal@dc.gov>; z-Mitchell, Tara (DGS) <tara.mitchell@dc.gov>; Moir, Thomas (EOM) <Thomas.Moir@dc.gov>; Moore, Antoinette (DHCD) <antoinette.moore@dc.gov>; Mullin, Beth (DOEE) <beth.mullin@dc.gov>; Mullins, Jennifer C. (DDS) <jennifer.mullins@dc.gov>; Natale, Vanessa (OAH) <vanessa.natale@dc.gov>; Naylor, Kathryn (EOM) <Kathryn.Naylor@dc.gov>; Nielsen, Marc (DOEE) <marc.nielsen@dc.gov>; Nolen, Shawn (OAH) <shawn.nolen@dc.gov>; noteware2, rachel (OAH) <rachel.noteware2@dc.gov>; Oates, Tiffany (OSSE) <tiffany.oates@dc.gov>; OConnell, Michael (DDOT) <michael.oconnell@dc.gov>; Ohiomoba, Deborah (DYRS) <deborah.ohiomoba@dc.gov>; Olsen, Mia (DBH) <Mia.Olsen2@dc.gov>; O'Neill, Jonathan (EOM) <jonathan.o'neill@dc.gov>; Parker, Charlotte (DISB) <Charlotte.Parker@dc.gov>; Parker-Woolridge, Doris (DCRA) <doris.parker-woolridge@dc.gov>; Patel, Neha (DDS) <neha.patel@dc.gov>; Perry, Beverly (EOM) <beverly.perry@dc.gov>; Perry-Gaiter, Grace (DCPL) <grace.perry-gaiter@dc.gov>; Petry, Colin (DGS) <colin.petry@dc.gov>; Plummer, Rhesha (DHCF) <rhesha.plummer@dc.gov>; Plynton, Isha (OHR) <z-isha.plynton@dc.gov>; Postulka, John (DCRA) <john.postulka@dc.gov>; Preneta, Kasia (DDS) <kasia.preneta@dc.gov>; Quon, Teresa J.A. (MPD) <Teresa.Quon@dc.gov>; Radkar, Smruti (OCTO) <Smruti.Radkar@dc.gov>; Raines, Janea (ABRA) <janea.raines@dc.gov>; Randall, April (ABRA) <April.Randall2@dc.gov>; Randall, April (DHS) <April.Randall@dc.gov>; Rayment, Mary (DHS) <Mary.Rayment@dc.gov>; Reaves, Randall (OAG) <randall.reaves@dc.gov>; Reed, Dena (EOM) <dena.reed@dc.gov>; Reese, Andrew (DDS) <andrew.reese@dc.gov>; Regan, Jeremiah S. (OCP) <jeremiah.regan@dc.gov>; Rich, Edward (DOH) <edward.rich@dc.gov>; Rich, Polly (DDOE) <polly.rich@dc.gov>; Richardson, Orriel (DHCF) <orriel.richardson@dc.gov>; Richardson, Tracey B. (DBH) <tracey.richardson@dc.gov>; Ridley, Andrew (OAG) <andrew.ridley@dc.gov>; Robinson, Ebony (OHR) <ebony.robinson3@dc.gov>; Robinson, Tonya (DOES) <tonya.robinson@dc.gov>; Rooney, Surobhi (DHCF) <surobhi.rooney@dc.gov>; Ross, Ronald (EOM) <ronald.ross@dc.gov>; Rushkoff, Bennett (OAH) <bennett.rushkoff3@dc.gov>; Ryan, Terry (MPD) <terry.ryan@dc.gov>; Sabbakhan, Camille (DGS) <camille.sabbakhan@dc.gov>; Sadel, Steven (OAG) <steven.sadel@dc.gov>; SandersSmall, Nakeasha (DPW) <nakeasha.sanderssmall@dc.gov>; Satterlee, Erika (EOM) <erika.satterlee@dc.gov>; Schildkraut, Robert (OAG) <robert.schildkraut@dc.gov>; Seales Jr., Frank (DDOT) <frank.seales@dc.gov>; Sebastian, Thea (EOM) <thea.sebastian@dc.gov>; Seshasai, Karuna (EOM) <karuna.seshasai@dc.gov>; Simmons, Emily (DCHR) <Emily.Simmons@dc.gov>; Simmons, Kyle (EOM) <kyle.simmons@dc.gov>; Sirvaityte, Elle (DDS) <Elle.Sirvaityte@dc.gov>; Sisnett, Alana (EOM) <Alana.Sisnett@dc.gov>; Smalls, Linda (DCPS) <linda.smalls@dc.gov>; Sobin, Darrin (BEGA) <Darrin.Sobin@dc.gov>; Staples, Cheri H. (DDOT) <cheri.staples@dc.gov>; Stokes, Kevin (OSSE) <Kevin.Stokes@dc.gov>; Surabian, Jay (EOM) <jay.surabian@dc.gov>; Fenzel, Suzanne (DOH) <suzanne.fenzel3@dc.gov>; Tallon, Michale (EOM) <michale.tallon@dc.gov>; Tammara, Nagesh (OSSE) <nagesh.tammara@dc.gov>; Taylor, Alexis (OAH) <alexis.taylor@dc.gov>; Taylor, Keysha (OCP) <Keysha.Taylor@dc.gov>; Thomas, Charles (DCRA) <charles.thomas@dc.gov>; Thomas, Charles L. (DYRS) <Charles.Thomas5@dc.gov>; Thomas, Zoe (DCHR) <zoe.thomas@dc.gov>; Thomas, Zoe (OSSE) <zoe.thomas@dc.gov>; Thompson, Vernon (DCHR) <Vernon.thompson@dc.gov>; Turpin, Carl (DCPS) <Carl.Turpin@dc.gov>; Vancroft, Keith (OIG) <keith.vancroft@dc.gov>; Vent, Henning (OSSE) <henning.vent@dc.gov>; Viehmeyer, Mark (MPD) <mark.viehmeyer@dc.gov>; Vongjaroenrat, Panravee (DOH) <panravee.vongjaroenrat@dc.gov>; Walp, Kristen (DGS) <Kristen.Walp@dc.gov>; Warren, Robert (DHS) <robert.warren@dc.gov>; Washington, Maya (DCPS) <Maya.Washington@dc.gov>; Weithers, Camille M. (CFSA) <Camille.Weithers@dc.gov>; Wiley, Julia (DHCD) <julia.wiley@dc.gov>; William Dunlap (DHS) <William.Dunlap@dc.gov>; Williams, Anndreeze (DBH) <anndreeze.williams@dc.gov>; Williams, Carla (DOH) <Carla.Williams@dc.gov>; Williams, Richard (DDS) <richard.williams@dc.gov>; Wilmore, Brenda (MPD) <brenda.wilmore@dc.gov>; Wilson, Carl (CAH)

<carl.wilson@dc.gov>; Winston, Kia (DCRA) <kia.winston@dc.gov>; Woods, Alton (DDOT) <Alton.Woods@dc.gov>; z-Rubenstein, Steven (DCPS) <z-Steven.Rubenstein2@dc.gov>; Anthony, Lavita (EOM) <lavita.anthony@dc.gov>; Bailey, Brenda (DHS) <brenda.bailey@dc.gov>; Brown, Mia (OAH) <Mia.Brown2@dc.gov>; Cephas, MaeLena (DDOT) <maelena.cephas@dc.gov>; Chapman-Kassa, Aretha (DCPS) <Aretha.Chapman-Kassa@dc.gov>; Etwaroo, Larissa (DOEE) <larissa.etwaroo@dc.gov>; Findley, Flora (DOES) <flora.findley@dc.gov>; Ford, Betty (DHS) <betty.ford@dc.gov>; Gillespie, Catrina (DCPS) <Catrina.Gillespie@dc.gov>; Harley, Angela (OAH) <angela.harley@dc.gov>; Hayes, Floyd (DCPS) <floyd.hayes@dc.gov>; xHorton, Richard (DISB) <richard.horton@dc.gov>; Hunter, Patricia E. (DHS) <patricia.hunter@dc.gov>; Malry, Frances (DCPS) <frances.malry@dc.gov>; Mathis, Michelle (DISB) <michelle.mathis@dc.gov>; McBride, Keenan (DISB) <keenan.mcbride@dc.gov>; Nottingham, Angela (DHCD) <angela.nottingham@dc.gov>; Singleton, Wendy B. (CFSA) <wendy.singleton@dc.gov>; Taliaferro, Monika M. (DCPL) <monika.taliaferro@dc.gov>; Thomas, Charles L. (CFSA) <charlesl.thomas@dc.gov>; Tucker-Jackson, Lorna (MPD) <Lorna.Tucker-Jackson@dc.gov>; Turrentine, Shayna (DCPS) <shayna.turrentine@dc.gov>; Williams, Ann J. (DCPS) <ann.williams@dc.gov>; Williams, Daisy (DHS) <daisy.williams@dc.gov>
Cc: Poteat, Stephanie (DGS) <stephanie.poteat@dc.gov>; White, Giavanna (EOM) <giavanna.white@dc.gov>
Subject: CLE Training Opportunity - Investigations and Interview Techniques

Good Afternoon All:

On Tuesday, November 12, 2019 from 3:00pm-5:00pm, one of the best investigators in the city will be at the Office of the Attorney General to discuss ***Investigations and Interview Techniques***. Bill Corboy was with the Metropolitan Police Department for 23 years, most of those in the Homicide Squad. He rose up the ranks from Sergeant to Lieutenant to Captain and eventually Deputy Chief of the Homicide Squad. Since retiring in 2000, Corboy has been an investigator for numerous law firms in a wide range of cases from civil RICO to Congressional investigations.

Senior Counsel for Litigation Gary Kohlman has seen Corboy in action, once as an adversary in a murder case and again as his retained investigator in a high profile labor RICO case. In Kohlman's words, "There is no more skillful investigator in the country than Corboy. It's a blessing to have him on your side and a curse if he is on the other side."

This presentation will be extremely beneficial to every lawyer or investigator in the office involved in litigation, be it civil or criminal, affirmative or defensive.

This session will be located at 441 4th Street, NW in the DGS Citywide Conference Center Room 1107 - 11th Floor South. Registrations will be taken on a first come first serve basis. To attend, you may either forward the attached **In-house Training Authorization Form** or respond to this email. If responding to this email, be sure to cc" your supervisor for approval. All persons within the Child Support Services Division should follow their Division's enrollment policy. Thank you -

This course offers 2.0 hours of Legal Training Credit that can be used towards your annual training requirements.

All Department heads are requested to urge your staff to attend.

Paulette V. Black

Training Coordinator

Office of the Attorney General for the

District of Columbia

441 4th Street, NW Suite 700 South

Washington, D.C. 20001

Phone: (202) 724-7149

Fax: (202) 741-8565

Email: Paulette.Black@dc.gov

Annually, all attorneys are required to complete 12 hours of CLE training credit, 3 hours of which must be ethics – by August 31st for line attorney, by September 30th for attorney managers.

Management Supervisory Service (MSS) employees are required to complete mandatory MSS classes annually. Dates for Mandatory classes are forwarded once created.

Along with the 12 hours of CLE training credit, Attorney Managers are required to complete Management/Supervisory training. 12 hours for seasoned attorney managers, 40 hours for new attorney managers.

The Center for Learning Development (CLD) offers several training classes daily. They offer computer-based, professional development and management classes, just to name a few. Course calendar may be found in PeopleSoft.

To earn more training credit, contact me to facilitate a training course for your peers.

Butler-Truesdale, Tonya (DHCD)

From: Pelletiere, Danilo (DHCD)
Sent: Friday, November 08, 2019 10:42 AM
To: Pair, Lauren (DHCD); Anderson, Keith (DHCD); Butler-Truesdale, Tonya (DHCD); Hubbard, Drew E. (DHCD); Miller, Sheila (DHCD); Bekele, Tsega (DHCD)
Cc: Livingstone, Richard (DHCD)
Subject: Tough questions for the rent control hearing
Attachments: 2019-11-13 DHCD RHA Extension Testimony (11-8-19 Draft) clean.docx

Good morning,

In advance of the hearing next week, please send me any tough questions you think DHCD needs to be able to respond to, preferably with a suggested answer. I realize, it is late notice but if you can have them to me by Tuesday morning, that would be most helpful. Advance testimony attached.

Best,

Danilo

Butler-Truesdale, Tonya (DHCD)

From: Pelletiere, Danilo (DHCD)
Sent: Tuesday, November 05, 2019 1:31 PM
To: Pair, Lauren (DHCD)
Cc: Miller, Sheila (DHCD); Butler-Truesdale, Tonya (DHCD); Anderson, Keith (DHCD)
Subject: RE: Time sensitive: Review 11/13 testimony

Thank you. I'll look now and follow up as appropriate.

From: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Sent: Tuesday, November 05, 2019 1:30 PM
To: Pelletiere, Danilo (DHCD) <Danilo.pelletiere@dc.gov>
Cc: Miller, Sheila (DHCD) <sheilam.miller@dc.gov>; Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>; Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>
Subject: RE: Time sensitive: Review 11/13 testimony

Danilo—

Per your request.

I'm going to leave the office shortly to work on the database review (I'm too distracted sitting in my office), so if you need me, you can do so by email or cell (202-230-9492). Also, Keith and Tonya are around.

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



From: Pelletiere, Danilo (DHCD) <Danilo.pelletiere@dc.gov>
Sent: Tuesday, November 05, 2019 10:00 AM
To: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Subject: Time sensitive: Review 11/13 testimony

Lauren,

Can you and your team please review the attached draft testimony? Any comments are welcome but of paramount importance is that you review how we describe the Rental Housing Act, the work of your division etc.



I would like to have your comments by this afternoon if possible so I can get the testimony to senior staff and meet OPLA's deadline tomorrow. Just let me know if this will be difficult.

Thanks in advance,

Danilo

Ex Epl

Butler-Truesdale, Tonya (DHCD)

From: Pair, Lauren (DHCD)
Sent: Thursday, November 07, 2019 5:17 PM
To: Donaldson, Polly (DHCD); Pelletiere, Danilo (DHCD); Miller, Sheila (DHCD)
Cc: Anderson, Keith (DHCD); Butler-Truesdale, Tonya (DHCD)
Subject: RHC Regulations -- Comments and Review

Hi—

Just an update. I heard from Chief ALJ Michael Spencer about his current approach to reviewing the 7 sets of comments RHC received relating to the regulations. RHC staff is preparing a system to track the provisions for which comments were received which will be used to develop the scope of the comments review. RHC will request that RAD and OAH participate in the comments review.

Michael also is thinking about convening some engagement meetings once we've begun our review. He's thinking about having at least one such meeting before the upcoming oversight hearings.

That's it for now.

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



Butler-Truesdale, Tonya (DHCD)

From: Pelletiere, Danilo (DHCD)
Sent: Thursday, November 07, 2019 10:44 AM
To: Pair, Lauren (DHCD); Donaldson, Polly (DHCD); Miller, Sheila (DHCD)
Cc: Anderson, Keith (DHCD); Butler-Truesdale, Tonya (DHCD)
Subject: RE: RHC Regulations Review Update

Thank you, Lauren.

From: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Sent: Thursday, November 07, 2019 10:23 AM
To: Donaldson, Polly (DHCD) <polly.donaldson@dc.gov>; Miller, Sheila (DHCD) <sheilam.miller@dc.gov>; Pelletiere, Danilo (DHCD) <Danilo.pelletiere@dc.gov>
Cc: Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>; Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>
Subject: RHC Regulations Review Update

Good Morning—

Just a small update. I contacted Chief ALJ Michael Spencer at the Rental Housing Commission to inquire how many sets of comments he received in response to the RHCD proposed rulemaking. Michael advises they received 7 sets of comments. He is providing copies for us; when I receive them, I'll distribute to my staff and Danilo. I also asked Michael, to the extent he can share, what his review plan will entail. I'll keep you apprised.

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



Butler-Truesdale, Tonya (DHCD)

From: Pair, Lauren (DHCD)
Sent: Wednesday, November 06, 2019 4:26 PM
To: Wiley, Julia (DHCD); Howard, Tamika (DHCD)
Cc: Anderson, Keith (DHCD); Butler-Truesdale, Tonya (DHCD)
Subject: Subpoenas, 511 16th Street SE, Unit 3
Attachments: 2019-11-06 Subpoena 01.pdf; 2019-11-06 Subpoena 02.pdf

Julia:

FYI—we received two subpoenas to appear at OAH as records custodian on 11/19/2019 relating to a tenant petition.

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
441 Fourth Street, NW · Washington, DC 20001-2714
TEL: (202) 442-9094 · FAX: (202) 442-4789

SUBPOENA FOR RENTAL HOUSING CASES

Jenkins, Howard
Petitioner(s)

Case Number: 2019 DHCD-TP31181

Wingfield, Margaret
Respondent(s)

511 16th St SE #3 Washington, DC 20003
Address of Housing Accommodation and Unit Number

To: DHCD Custodian of Records for Property 511 16th St SE #3 Washington DC, 20003
Requesting Party (Name, Address, Telephone): Daniel Palchick, 601 E ST NW, Washington, DC, 20049, 202-434-2204, dpalchick@aarp.org

You are required to comply with the directions in the boxes checked below.

(1) YOU ARE COMMANDED to appear at the Office of Administrative Hearings, 441 Fourth Street, NW, Suite 450 North, Washington, DC to testify in this case on November 19, 2019 at 9:30 a.m. / p.m. or any continued date and time.

(2) YOU ARE COMMANDED to produce the documents checked below:

(A) If housing code violations or services and facilities are at issue: All records in your possession or control not created by a government agency, relating to conditions, repairs, or maintenance to the Rental Unit listed above or any common areas of the Housing Accommodation from [date] _____ to [date] _____ (not more than three (3) years prior to the date of filing of the petition).

(B) If illegal rent increases are at issue: All records in your possession or control relating to any rent increases demanded or implemented for the Rental Unit listed above from [date] January 2019 [date] January 2019 (not more than three (3) years prior to the date of filing of the petition).

(C) For subpoenas addressed to the Department of Consumer and Regulatory Affairs only: All reports of housing code violations and related documents for the Rental Unit listed above or any common areas of the Housing Accommodation from [date] _____ to [date] _____ (not more than three (3) years prior to the date of filing of the petition).

(3) The following specific documents from categories 2(A) through 2(C) above:

Registration and rent increase notices regarding 511 16th St SE #3, Washington, DC 20003

YOU ARE COMMANDED to produce any documents at:

The hearing at the Office of Administrative Hearings, 441 Fourth Street, NW, Suite 450 North, Washington, DC on November 19, 2019 at 9:30 a.m. / p.m. or any continued date and time.

The following address: _____ on or before _____ at _____ a.m. / p.m.



Celia A. Pironi
Principal Administrative Law Judge
District of Columbia Office of Administrative Hearings

RECEIVED
2019 NOV 20 AM 11:54
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HANDBOOK OF OCCUPATIONAL GROUPS AND FAMILIES

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*Classification standard issued; **Flysheet issued; ***Job family standard issued

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*Classification standard issued; **Flysheets issued; ***Job family standard issued

0900 – LEGAL AND KINDRED GROUP

General Legal and Kindred Administration Series**	0901	Land Law Examining Series*	0965
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General Attorney Series*	0905	Legal Assistance Series***	0986
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Interior Design Series**	1008	Art Specialist Series	1056
Exhibits Specialist Series**	1010	Photography Series*	1060
Museum Curator Series*	1015	Audiovisual Production Series*	1071
Museum Specialist and Technician Series*	1016	Writing and Editing Series**	1082
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Public Affairs Series*	1035	Visual Information Series**	1084
Language Specialist Series*	1040	Editorial Assistance Series*	1087
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Music Specialist Series	1051		

1100 – BUSINESS AND INDUSTRY GROUP

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Contracting Series*	1102	Industrial Specialist Series*	1150
Industrial Property Management Series*	1103	Production Control Series*	1152
Property Disposal Series*	1104	Financial Analysis Series*	1160
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Procurement Clerical and Technician Series*	1106	Loan Specialist Series*	1165
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Patent Technician Series	1202	Patent Classifying Series*	1223
Copyright Series	1210	Patent Examining Series*	1224
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Patent Adviser Series*	1221	Copyright and Patent Student Trainee Series	1299
Patent Attorney Series*	1222		

*Classification standard issued; **Flysheets issued; ***Job family standard issued

1100 – BUSINESS AND INDUSTRY GROUP

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; the provision of advisory services; the examination and appraisal of merchandise or property; and the administration of regulatory provisions and controls.

Series in this group are:

1101 – General Business and Industry Series

This series covers all classes of positions the duties of which are to administer, supervise, or perform: (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided.

1102 – Contracting Series*

This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.

1103 – Industrial Property Management Series*

This occupation includes positions which primarily require a knowledge of business and industrial practices, procedures, and systems for the management and control of Government-owned property. These positions involve technical work in the administration of contract provisions relating to control of Government property in the possession of contractors, from acquisition through disposition. Also included are positions that involve providing staff leadership and technical guidance over property administration matters.

1104 – Property Disposal Series*

This series includes administrative, managerial, and technical work required to redistribute, donate, sell, abandon, destroy, and promote the use of excess and surplus personal property. Employees must know: (a) characteristics, proper identities, and uses of property items; (b) merchandising and marketing methods and techniques; and/or (c) property disposal policies, programs, regulations, and procedures.

*Classification standard issued; **Flysheet issued; ***Job family standard issued

0900 – LEGAL AND KINDRED GROUP

This group includes positions that advise on, administer, supervise, or perform work of a legal or kindred nature.

Series in this group are:

0901 – General Legal and Kindred Administration Series**

This series covers two-grade interval administrative positions supervise, lead, or perform work involving two or more series in the Legal and Kindred Group, 0900 or positions that require legal and kindred administrative knowledge but are not covered by an existing administrative series within the group.

0904 – Law Clerk Series

This series covers positions of law clerk trainees performing professional legal work requiring graduation from a recognized law school or equivalent experience, pending admission to the bar.

0905 – General Attorney Series*

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. The work of this series requires admission to the bar.

*Classification standard issued; **Flysheet issued; ***Job family standard issued

0962 – Contact Representative Series***

This series covers one-grade interval administrative support positions that supervise, lead, or perform support and related work in connection with:

- dispersing information to the public on rights, benefits, privileges, or obligations under a body of law;
- explaining pertinent legal provisions, regulations, and related administrative practices, and their application to specific cases; and
- assisting individuals in developing needed evidence and preparing required documents or in resolving errors, delays, or other problems in obtaining benefits or fulfilling obligations.

0963 – Legal Instruments Examining Series***

This series covers one-grade interval administrative support positions that supervise, lead, or perform support and related work in connection with the examination of legal instruments and supporting documents, other than claims, to determine whether a requested action complies with certain provisions of various laws. The work requires the application of particular regulatory and procedural knowledge that is based on those laws.

0965 – Land Law Examining Series*

This series covers positions the duties of which are to administer, supervise, or perform quasi-legal work involved in processing, adjudicating and advising on applications and claims for rights, privileges, gratuities, or other benefits authorized under the various public land, mineral leasing, and mining laws. The work requires knowledge of governing public laws and agency policies and procedures regarding the application of these laws, but does not require full professional legal training.

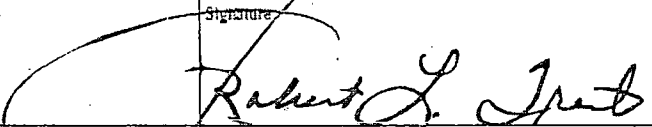
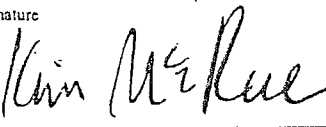
0967 – Passport and Visa Examining Series*

This series covers positions that involve managing, supervising, or performing administrative work concerned with adjudicating applications for United States passports or visas, including related work involving determining citizenship or fitness of non-citizens for admission to the United States. The work requires knowledge of legal and regulatory provisions governing U.S. citizenship, nationality, and/or visas; and principles, systems, and operations related to the issuance of passports or other citizenship registration, certificates, or visas.

0986 – Legal Assistance Series***

This series covers one-grade interval administrative support positions that supervise, lead, or perform legal assistance work not classifiable in any other series in the Legal and Kindred Group, 0900. The work requires specialized knowledge of processes, procedures, and practices to support legal activities.

*Classification standard issued; **Flysheets issued; ***Job family standard issued

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)				1. Agency Position No.		2. Certification No.		
3. Collective Bargaining Unit (CBU) Code: BIB		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. Competitive Level Code		
Reason for Submission <input type="checkbox"/> Re-establishment <input type="checkbox"/> Re-description <input type="checkbox"/> Other Explanation (show any positions replaced) *Reorganization		8. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field 11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Employment /Financial Statement Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		10. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 13. Position Status <input checked="" type="checkbox"/> Career Service <input type="checkbox"/> Legal Service <input type="checkbox"/> Excepted Service <input type="checkbox"/> Other <input type="checkbox"/> Management Supervisory Service		
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. Office of Personnel		CONTACT REPRESENTATIVE		CS	962	09	(KUL)	10/20/08
c. Intermediate Authority								
d. Field Office								
e. Recommended by Supervisor or Initiating Office		Contact Representative		CS	962	09		
16. Organizational Title of Position (if different from official title)(optional)				17. Name of Employee (if vacant, specify)				
18. Department, Agency or Establishment Department of Housing and Community Development				c. Third Subdivision				
a. First Subdivision Rental Accommodations Division				d. Fourth Subdivision				
b. Second Subdivision Housing Regulations Administration				e. Fifth Subdivision				
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)		Date		
20. 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				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Robert L. Trent, Chief Administrative Officer, DHCD				
Signature		Date		Signature		Date		
						10/23/08		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq. in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards.				Information for Employees. Official classification standards and information on employees are available in the D.C. Office of Personnel. The classification of the position may be reviewed and corrected by the certifying authority or a designee of the Director of Personnel. Information on classification/job grading appeals is available from the D.C. Office of Personnel.				
Typed Name and Title of Official Taking Action Kim McRae, Human Resource Specialist (Classification)				22. Standards Used in Classifying/Grading Position				
Signature		Date		a. GS-0962, OPM, PCS for				
		10/20/08		b. Contract Rep., JFS Assistance				
				c. Work in the Legal and Kindred Group				
				d.				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)								
b. Supervisor								
c. Classifier								

*POSITION REORGANIZED EFFECTIVE 10/2007 PER FISCAL YEAR 2008 BUDGET SUPPORT ACT OF 2007

NO KNOWN PROMOTION POTENTIAL (PRESENT INCUMBENT ONLY)

CONTACT REPRESENTATIVE
CS-0962-09

INTRODUCTION

This position is located in the Department of Housing and Community Development (DHCD), Office of the Director. The incumbent is a senior Contact Representative for the Department's responsibilities to consumers, businesses, professions, and corporations in the District of Columbia or operating in the District.

DUTIES AND RESPONSIBILITIES

As senior Contact Representative, the incumbent develops procedures, tracks work production and reports on work completed by staff employees. Maintains a consistent system for communicating and coordinating work with other offices and departmental staff to successfully develop innovative processing requirements. Anticipates and solves problems and suggests new procedures ahead of time.

Provides information and interpretation of applicable laws, regulations, and policies to individuals regarding permit or license information. Interviews the applicants for these issuances and provides information and guidance on the complexities of the program functions and the appropriate package to be utilized for their specific needs. Explains each program function and requirements; resolves any discrepancies individuals may have or answers any questions presented by applicants on requirements for permits or licenses. Describes alternative ways of meeting the needs of the applicant.

Reviews and assists lower graded staff with any and all complex applications; researches the regulations and laws as requested by applicants or to substantiate the purpose for meeting specific criteria for a particular request.

Maintains issuance files and updates as appropriate for a variety of permits and certificates or licenses. Reviews applications and supporting documentation for adherence to requirements, rules, and regulations governing a particular request; makes appropriate referrals as needed; prepares building and other related permit or license issuance material for final submission.

Inputs pertinent information electronically into system for issuance of the appropriate permit or license. Contacts other agencies or organizations to request expedited action or information on problem cases.

Provides guidance and assistance to lower grade employees in all areas of expertise; coordinates and facilitates education and training in appropriate disciplines in support of the current programs.

**CONTACT REPRESENTATIVE
CS-0962-09**

Reviews and reports on updates of a master print-out of pending applications with regards to daily workload and program activities. Identifies any discrepancies and if necessary initiates appropriate action.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED OF THE POSITION

Knowledge of the DHCD operating entities and functions in order to recognize precedent materials and identify relationship to new materials and to special programs and projects.

Knowledge of the fundamental concepts of the applicable rules, regulations, techniques, and procedures of the Department.

Knowledge of the mission, policies, goals, organizational structure in order to service the public.

Ability to plan, organize and lead work of others. Ability to respond to public inquiries using tact and judgment when interpreting and applying appropriate guidelines even in adverse situations.

Ability to communicate both orally and in writing to provide, obtain, and clarify information and to conduct interviews.

Skill in operating standard agency software.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Customer Service Manager who outlines objectives and defines the major priorities and deadlines of the office and special assignments. The incumbent independently carries out assignments resolving problems he/she or subordinates encounter using professional techniques and methods. The supervisor is relied upon for assistance with unusual or controversial problems or error messages from the automated system. Supervisory review is to ensure that completed work is technically sound and processed promptly and completely in accordance with established priorities and procedures.

GUIDELINES

Guidelines include all of the policies and procedure that govern the issuance of licenses and permits, contents of files, required formats and established internal office procedures which are not completely applicable in some respects. The incumbent is responsible for using judgment in interpreting which guide(s) apply; deciding the approach and recommending solutions to specific problems; or recommending changes as needed to support items not covered by existing guides.

CONTACT REPRESENTATIVE
CS-0962-09

COMPLEXITY

The work involves different and unrelated processes and methods for most assignments. Incumbent deals with a variety of subjects that are completely unrelated. These require the incumbent to provide information and alternative sources or options for each. Incumbent reviews applications, reviews accompanying documentation on a case by case basis, identifies problems or issues in accordance with regulations and resolves any issues or facts that are unclear or information that may be inconsistent or contradictory. Some difficulty may stem from tracking and meeting statutory deadlines set by D.C. laws, ordinances or related governing body or procedures. Incumbent must determine the interrelationships of data and information available.

SCOPE AND EFFECT

The work involves advising and assisting customers with a variety of problems, questions or situations. Interprets the needs of the customer and provides the appropriate information in the initial meeting or upon review of application and supporting documentation. Incumbent must explain various requirements and qualifying conditions to be met. Must be prepared to discuss the execution of specific rules, regulations, and procedures that encompass the full scope of work in the center.

PERSONAL CONTACTS

Personal contacts are with the general public engaged in seeking permits, licenses, etc. and with various levels within the D.C. government particularly the Department.

PURPOSE OF CONTACTS

The purpose of contacts is to obtain and exchange information; to explain rules and regulations and to solve problems at the lowest level possible.

PHYSICAL DEMANDS

The work is sedentary in nature with intermittent periods of walking. Work is performed in an office setting with adequate heating and ventilation.

1101 Basis for Grading Positions (Career and Excepted Services) (1/2)

1101.1 The District Service Schedule ("DS") is the basic pay schedule for positions which are divided into 18 grades of difficulty and responsibility of work.

1110 Position Classification Appeals

1110.1 A District employee may appeal the classification of his or her position to the personnel authority (the DC Office of Personnel for agencies under the personnel authority of the Mayor) at any time to obtain necessary corrective action. However, in order to preserve the right to a retroactive pay adjustment after a downgrading resulting from classification action, the appeal must be submitted not later than fifteen (15) days after the effective date of the action. Classification decisions issued by the personnel authority that will result in the loss of grade or pay shall be communicated to the affected employee(s) through written ten-day (10-day) advance notice of proposed action.

1110.2 The advance notice shall stipulate the fifteen-day (15-day) time limitation within which the employee must file an appeal in order to preserve rights to retroactive adjustments.

1110.3 The advance notice shall inform the employee of the right to prepare a written response to the advance notice and to be represented by a lawyer or other individual of his or her choice.

1110.4 An employee directly, or through a person designated in writing by the employee, may appeal to his or her personnel authority either or both of the following:

- a. The class or grade of the position; or
- b. The coverage of the position under the appropriate schedule.

1110.5 The personnel authority (the DC Office of Personnel for agencies under the personnel authority of the Mayor) must dispose of the appeal within thirty (30) days from the date of its receipt. The action taken by the personnel authority to dispose of the appeal shall be the final decision of the personnel authority on the appeal.

1110.6 The personnel authority's final decision is appealable to the Superior Court of the District of Columbia, which reviews the record, determines if it is supported by substantial evidence, and either affirms, reverses, remands, or modifies the decision, as deemed necessary.

Amended Classification Appeal

Employee Name:	Tonya M. Butler-Truesdale, Esq.
Work Phone:	(202) 442-7215
Employee ID Number:	00066752
Address:	1240 Fairmont Street, NW Washington DC 20009
Assigned Job Title:	Rental Property Program Specialist
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Former Assigned Job Title:	Housing Provider Ombudsman
Employing Department:	Department of Housing and Community Development – Housing Regulation Administration
Current Position:	Rental Housing Program Property Specialist CS-301-13
Requested Correction:	Regulatory Counsel/Attorney Advisor LS-905-15
Former Position:	Housing Provider Ombudsman, CS- 301-13
Requested Correction:	Housing Provider Ombudsman LS- 905-15
Supervisor:	Lauren Pair, District of Columbia Rent Administrator

The classification code assigned does not accurately reflect the purpose and general responsibilities of my position. The assigned pay grade for my job position title is not appropriate for my position. The assigned job title is not appropriate for the job description. Pursuant to DPM Chapter 11A Section 1110.4 (a) and (b), I am appealing

APPEAL OF POSITION CLASSIFICATION REVIEW

Tonya M. Butler-Truesdale, Esq.)
 Rental Property Program Specialist)
 Housing Regulation Administration)
 Rental Accommodation Division) November 8, 2019
 District of Columbia Department of Housing and Community Development)
 1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020)
 (p) 202-442-7214 | (f) (202) 645-5870)
tonya.butler-truesdale@dc.gov)
<http://dhcd.dc.gov>)

Introduction

Please accept this communication as a statement of appeal of the erroneous November 7, 2019 classification review pursuant to DPM Chapter 11 §1110.1 Position Classification Appeals. Further, I reserve the right to amend. Please note that the submission of this appeal and response is not intended to be a waiver of my right to receive correct appeal rights.

The Position Evaluation Statement is fundamentally flawed due to a critical misstatement of my appeal rights and because the findings of fact are not based on the:

1. listed duties in the position description;
2. the work product provided;
3. the definition of legal services of DC Court of Appeals Rule 49; nor,
4. the Handbook of Occupational Groups and Families published in December 2018 by the United States Government Office of Personnel Management.

Due to the evaluator's failure to make objective findings of fact related to the position description duties and work product provided to her, there is no proper analysis for which a rational conclusion could be provided consistent with the duties enumerated in the position description as they correlate to:

1. DC Court of Appeals Rule 49; and,

my classification, grade, and the erroneous schedule assigned to my current and former Department of Housing and Community Development positions. Supporting information is attached. I reserve the right to amend.

I propose that DCHR

1. Respond within the thirty-day timeline pursuant to DPM Chapter 11A Section 1110.5.
2. Correct my current job title;
3. Correct the current classification;
4. Correct my previous classification;
5. Assign both my current and former positions to the correct schedule;
6. Adjust my compensation accordingly; and,
7. Provide a documentation to support the calculation of all retro-active compensation pursuant to the above corrections.

My Current Job Classification Code is 301-General, Administrative, Clerical, and Office Services Group for Miscellaneous Administration and Programming

The December 2018 Handbook of Occupational Groups and Families published by the US Office of Personnel Management indicates that the GS 300 Series a,

...group includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications

equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature. (See Handbook of Occupational Groups and Families, December 2018, Page 36)

The 0300 family series does not capture the command RAD staff must have of complex Rental Housing laws, regulations, policies and agency practices. The OPM Position Classification Flysheet for GS-301 indicates that agencies should avoid the following exclusions:

1. Positions that involve work for which a specific series exists. Such positions should be classified in the appropriate specific series, e.g., the Management and Program Analysis Series, GS-0343, the Quality Assurance Series, GS-1910.
- 2. Positions which cannot be identified with a specific series but are covered by another occupational group that has a general or miscellaneous series. Such positions should be classified in that series, e.g., the General Business and Industry Series, GS-1101.**
3. Positions which include work covered by two or more professional series (e.g., Aerospace Engineering Series, GS-0861, and Mathematics Series, GS-1520) and requiring employees with professional qualifications should be classified in the appropriate professional series.

4. Positions which include work covered by a professional series (e. g., Electronics Engineering Series, GS-0855) and a nonprofessional series, (e.g., Information Technology Management Series, GS-2210) and recurring professional qualifications should be classified in the professional series. U.S. Office of Personnel Management 2 Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979

5. Work which involves responsibility for providing a combination of various management services such as personnel, budget, and management analysis should be classified in the Administrative Officer Series, GS-0341.

6. Positions that primarily involve (one-grade interval) clerk, assistant, or technician work for which there is no appropriate series. Such positions should be classified in the Miscellaneous Clerk and Assistant Series, GS-0303. (Emphasis Added)

DCHR, in at least one instance, informed DHCD that Occupational Code 0301 was the incorrect Occupational Code. (See Exhibit B, DC Optional Form 8, February 21, 2018.) The correction will also assist DHCD in correcting a history of erroneous blanket application of the 0301 Occupational Code for positions involving regulatory and legal performed by attorneys outside of the DHCD Office of the General Counsel and non-attorney staff in Housing Regulation Administration.

However, DCHR provided DHCD with the incorrect Occupational Code Correction

when it advised that the Occupational Code should be Occupational Code 1101 (See Exhibit B, DC Optional Form 8, February 21, 2018). The GS-1100 series is for occupational tasks specific to business and industry groups and is described as including,

all classes of positions the duties of which are to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; the provision of advisory services; the examination and appraisal of merchandise or property; and the administration of regulatory provisions and controls.

(See page 85) (Emphasis Added)

Occupational Code 1101 may have been provided because the series includes Occupational Code 1170, the Realty Series includes positions where,

...the primary duties of which are to perform, advise on, plan, or direct one or more of the following functions: (1) acquisition of real property; **(2) management of real property in (a) the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (b) preparation for disposal; or (3) disposal of real property. The work requires a knowledge of real estate laws, principles, practices, and markets.** (See page 89) (Emphasis Added)

However, Rental Accommodation Realty Specialist do not manage real property. Further

the 1100 series does not recognize the legal duties of the Rental Property Program Specialist. As opposed to managing real property as an asset, Rental Property Program Specialist regulate real property and the regulatory tasks require an advanced legal skill set. Further, the duties cannot be performed by a non-attorney without engaging in the un-authorized practice of law.

**DHCD Rental Accommodation Rental Property Program Specialists Are
Regulatory Counsel Attorneys in the 0905 General Attorney Series**

RAD Rental Property Program Specialists perform Attorney Advisor duties to support the Rent Administrator and are her sole source of regulatory counsel. The tasks performed by the Rent Administrator's regulatory counsel cannot be legally performed by individuals who are not members of the District of Columbia bar since the position description indicates that the incumbent must:

1. Administer statutes, regulations, and legislation;
2. Provide expert technical advice;
3. Draft and develop legislation, regulations and policies;
4. Review, research and apply governing laws regulations, policies and procedures related to compliance;
5. Conduct legal research to support legal decision making;
6. Furnish statutory requirements;
7. Interpret policy and legislative intent;
8. Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies;

9. Ensure that RAD policies remain consistent with changes in laws, regulations, etc.;
10. Discuss and explain complex code provisions;
11. Maintain expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA;
12. Author determinations based on complex causes of action based on statutory and regulatory provisions;
13. Evaluate new and modified legislation;
14. Recommend improvements for implementing legislation;
15. Provide written and oral communications for legal analyses and administrative orders;
16. Keep the Rent Administrator informed of potentially controversial legal and statutory issues;
17. Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;
18. Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;
19. Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;

20. Navigate issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and,
21. Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. (See Exhibit A DHCD Rental Property Program Specialist Position Description)

If DHCD hired an individual who is not licensed to practice law in the District of Columbia to perform these duties, that individual would be engaged in the unlawful practice of law and DHCD would be abetting that individual in the criminal offense. DHCD's position description for the Rental Property Program Specialist contains in excess of 21 legal task duties supporting internal counsel needs, many of which must be performed simultaneously with cunning expertise. This fact obliterates a rational conclusion that the agency does not reasonable expect that it is receiving such advice and counsel from a person authorized to practice law in the District of Columbia. District of Columbia Court of Appeals Rule 49 reads as follows:

IN GENERAL. Except as otherwise permitted by these rules, no person may engage in the practice of law in the District of Columbia or in any manner hold out as authorized or competent to practice law in the District of Columbia unless enrolled as an active member of the D.C. Bar.

(b) DEFINITIONS. The following definitions apply to this rule:

- (1) "Person" means any individual, group of individuals, firm, unincorporated association, partnership, corporation, mutual company,

joint stock company, trust, trustee, receiver, or other legal or business entity.

(2) “Practice of law” means providing professional legal advice or services where there is a client relationship of trust or reliance. One is presumed to be practicing law when engaging in any of the following conduct on behalf of another:

(A) preparing any legal document, including:

- a deed;
 - a mortgage;
 - an assignment;
 - a discharge;
 - a lease;
 - a trust instrument;
 - **an instrument intended to affect interests in real or personal property;**
 - a will;
 - a codicil;
 - an instrument intended to affect the disposition of property of decedents’ estates
 - **an instrument intended to affect or secure legal rights;**
- and
- a contract except a routine agreement incidental to a regular course of business;

- (B) **preparing or expressing a legal opinion;**
- (C) appearing or acting as an attorney in any tribunal;
- (D) **preparing any claim, demand, or pleading of any kind, or any written document containing legal argument or interpretation of law, for filing in any court, administrative agency, or other tribunal;**
- (E) **providing advice or counsel as to how an activity described in Rule 49 (b)(2)(A)-(D) might be done, or whether it was done, in accordance with applicable law; or**
- (F) **furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E).**

(Emphasis Added)

RAD staff providing legal counsel to the Rent Administrator must be converted to the Legal Services pay scale assigned to Occupational Code 0905 which reads,

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; **rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or**

other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. **The work of this series requires admission to the bar.**

The establishment of internal equity within HRA, DHCD with all DC government operations with a regulatory function will permit RAD to compete for superior talent and enhance job value for current employees thereby proactively addressing retention of vital staff critical to the mission of preserving affordable housing.

Conversion to the Legal Services Pay Scale will permit RAD attorneys to attend OAG training opportunities related to the HRA mission and facilitate recruitment of future talent who will also be held to the additional ethical obligations of DC government

attorneys. Employee morale, motivation and ability to identify career paths is critical to HRA's regulatory mission. This issue should be addressed prior to the recruitment of a liaison for the former Housing Provider Ombudsman FTE and simultaneous with RAD's participation in continued regulatory and legislative initiatives to ensure that RAD has recruits and retains competent personnel to satisfy identified regulatory objectives to enhance performance of the mission of HRA.

I therefore request that DHCD immediately correct the pay plan, United States Office of Personnel Management (OPM) occupation code, District of Columbia Government position title, pay grade and provide compensation retroactively to reflect the actual duties as described for my appointment as the Rental Property Program Specialist retroactive to the hiring date of September 30, 2018.

I propose the job title Regulatory Counsel or in the alternative Attorney Advisor. Due to the advanced nature of the legal skills required and the complexity of laws, regulations, practices and itinerate case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, I propose that the appropriate Grade is 15 and the appropriate Pay Scale is the Legal Pay Scale. Both Rental Property Program Specialist provide managerial direction to the staff of the Rental Accommodation Division. Because I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10.

**The Housing Provider Ombudsman Major Duties and Responsibilities Require
Advanced Legal Skills And Experience.**

I further request that DCHR review the position description and recruitment description used to recruit for the Housing Provider Ombudsman position I previously occupied from September 26, 2011 to September 30, 2018. The Housing Provider Ombudsman is required to:

1. Support the education and outreach goals of the Housing Regulation Administration. Housing Regulation Administration contains three regulatory units (the Rental Accommodation Division, Inclusionary Zoning and Affordable Dwelling Unit Division and the Condominium Conversion and Sale Division). Each of these units have separate governing statutes, regulations, practices requiring legal expertise to assist others with comprehension and compliance;
2. Complex legal and technical matters are presented to the Ombudsman on a daily basis in order to provide regulatory compliance assistance;
3. Knowledge of existing legislation was required and participation in the amendment of regulations was mandatory;
4. The Understanding of administrative law and due process is critical to providing complete and comprehensive compliance guidance;
5. The ability to provide leadership in a supervisory capacity and team based environment was required;
6. The position description states that, “comprehensive knowledge of Federal and District rent, sales/conversion, regulations and policies and procedures that provide the framework and guidelines for the work to be performed” was

a hiring factor (See Housing Provider Ombudsman CS-301-13 Position Description, Page 3, Exhibit C);,

7. DHCD indicated in the position description that the Housing Provider Ombudsman was to, “coordinate the preparation of HRA legislative strategy and testimony, including working with the General Counsel... to prepare for legislative hearings. DHCD’s former legislative liaisons have all been licensed attorneys; and,
8. DHCD also indicated that the Housing Provider Ombudsman is “to impartially investigate, analyze mediate a wide range of legal and technical matters.” See Housing Provider Ombudsman CS-301-13 Position Description, Page 1, Exhibit C)

These tasks are consistent with the 0900 series Occupational Code. District of Columbia Court of Appeals Rule 49 states that engaging in the practice of law includes, “furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E)”. The fact that DHCD anticipates that the Housing Provider Ombudsman will coordinate the preparation of a legislative strategy with the General Counsel is sufficient to establish that they required the services of an attorney.

Rule 49 (b)(2)(A)-(D) also illuminates the fact that providing advice or counsel in matters related to real estate, and especially a lease must require one to engage in the practice of law. The Housing Provider Ombudsman was charged with providing technical assistance to landlords, Realtors, property managers, tenant advocates and developers. This required legal expertise in residential leases, conversion and sale of rental property and initially she was also charged with assisting with the inclusionary zoning and affordable

dwelling unit program in its' infancy. Finally, advanced legal skills were required in order to assess when parties required private legal counsel in order for DHCD to avoid conflicts of interest and violations of the Administrative Procedure Act. For this reason the agency position description indicates that the Housing Provider Ombudsman needed an expertise in Administrative Law, and comprehensive knowledge of both Federal and District regulations, policies and procedures and laws. The agency described the complexity of tasks as, "complex, legal, technical...encompassing a broad range of agency objectives and a wide variety of operations." (See Exhibit G Housing Provider Ombudsman Position Description amended 8/30/2011) Further, it is the former Housing Provider Ombudsman's best recollection that the job announcement she responded to indicated that an attorney was desired. It is highly probable that the position description was re-described on September 1, 2011, well after the agency-initiated recruitment and the Ombudsman's initial July 27, 2011 interview, for the purposes of utilizing the 0301 Occupational Code (See Exhibit D, Thank you letter from Tonya Butler-Truesdale to Angela Nottingham memorializing initial interview, Letter dated July 28, 2011)

The Housing Provider Ombudsman was the front-line point of contacts in the Housing Resource Center where citizens landlords, developers, real estate licensees, property managers and businessmen arrive for information related to duties and obligations pursuant to the District of Columbia's regulatory housing laws. There was no logical reason for DHCD to assume that the 0300 series was the correct designation given the legal complexity of the statutes, regulations and knowledge of case law required to successfully complete the tasks enumerated in the ranked factors. Lewis C. Norman, the

Human Resource Specialist incorrectly certified the classification and grade certificate on September 1, 2011, several months after I had already interviewed for the position.

Due to (1) The agency's desire that the Ombudsman have the, "Ability to provide leadership in a supervisory capacity and team -based environment ; and in securing the support and cooperation of the subordinate staff"; and share a command of District of Columbia rental housing laws in a manner sufficient to comprehend and case law from the DC Court of Appeals, the Rental Housing Commission and the District of Columbia Office of Administrative Hearings, statutes and regulations, I propose that the appropriate Grade is 15 due to the managerial duties required and described as, "Ability to provide leadership and supervisory capacity and team-based environment; and in securing the support and cooperation of the subordinate staff." (See Exhibit C, Housing Provider Ombudsman CS-301-13 Position Description, Page 2) I propose that the appropriate Pay Scale is the Legal Pay Scale. I have served as Attorney Advisor and Hearing Officer in multiple DC government agencies in excess of 13 years, I propose a step 10. I propose retroactive pay and Legal Pay Scale benefits from September 26, 2011.

The pay grade I recommend below is consistent with my educational background and experience and also consistent with the expertise required for the position as evidenced by Exhibit E which demonstrates that regulatory and enforcement positions within DC Consumer and Regulatory Affairs are properly classified in the 0900 series and Exhibit F listing the salary and grades of employees of the Office of the Peoples counsel, a sister agency with the most comparable regulatory functions.

Tonya M. Butler-Truesdale, Esq.

August 10, 2019

Employee

Date

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

This position is located in the Department of Housing and Community Development (DHCD), Housing Regulation Administration, Rental Accommodations Division (RAD). The Rental Accommodations Division administers statutes, regulations, and legislation governing rent stabilization and rental unit registration of rental accommodations in the District of Columbia.

The incumbent serves as an expert technical adviser on the administration of the Rental Housing Act of 1985 (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) and its attendant regulations (14 DCMR §§ 38-44 et seq., 2004 ed., as amended). The position involves unusual, sensitive, controversial, or other complex issues associated with rent stabilization and rental accommodations, including reviewing applications, petitions, and retaliatory actions, disputed timeframes, violations of the Rental Housing Act, complaint mediation, and drafting and developing legislation, regulations, and policies.

MAJOR DUTIES

Coordinates complex projects and programs facilitating or monitoring rent stabilization and rental property registration. Reviews, researches, and applies governing laws, regulations, policies and procedures, identifying barriers related to compliance. Utilizes a variety of investigatory and fact-finding techniques. Develops recommendations for modifying and otherwise improving program processes and procedures. Prepares complex correspondence, administrative orders, and position papers, drafts regulations, legislation, and proposals designed to improve division processes.

Conducts legal research as required to identify and retrieve information necessary to support legal decision-making. Analyzes, and evaluates complex applications, complaints, and petitions associated with rent stabilization, rental registration, and petitions. Responds to inquiries from tenants, housing providers, agents, developers, realtors, attorneys, advocacy groups, agency staff, and other stakeholder groups.

Provides authoritative guidance, analyses, and interpretation related to sensitive, controversial and/or complex rental property matters, particularly those associated with rental properties and rent stabilization. Promotes consumer awareness concerning program functions, and participates in public outreach informing stakeholders on rent control and rental registration requirements. Furnishes information and statutory requirements to housing providers and tenants. Assists stakeholders with understanding and complying with governing laws, regulations, procedures and policies associated with rent control and rental registration.

Works independently or collaboratively with division/agency staff, Federal and District agencies, and others, as required to complete extensive and complex research, investigations, and to develop reports on specific rental property issues and concerns.

Participates in the development of long/short range plans, goals, and objectives for the division; and in monitoring and making necessary modifications and/or updates to ensure

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

policies remain consistent with changes in laws, regulations, etc. Keeps the Rent Administrator abreast of findings, and unusual, sensitive and/or controversial issues that arise.

Conducts research, analyses data, and implements projects to meet identified division information needs. Evaluates the operations, functions, workload, and productivity of various division operations and submits findings, program proposals, and action plans. Provides technical assistance and expertise in the conduct of feasibility studies and program evaluation activities.

Performs reviews and/or investigations, as directed, of sensitive, controversial, or exceptionally complex actions. Considers, prior to submitting recommendations and proposals to the Rent Administrator, of the validity and impact of the concerns of tenants, housing providers, developers, political leaders, the public, stakeholders, and others. Investigates and monitors issues of non-compliance with requirements and recommends appropriate action.

Compiles data and prepares technically authoritative periodic reports and prepares responses to complex and sensitive correspondence and/or inquiries for signature of the Rent Administrator.

Acts as a liaison, conferring with landlords, tenants, attorneys and representatives of the agency, Federal, and other District agencies to provide information on policies or to informally resolve problems that do not require adjudication. Within the parameters of delegated authority, acts on behalf of the Rent Administrator to coordinate matters with representative organizations and associations of landlords, tenants, attorneys, and other interested groups on complex matters under the purview of the Rent Administrator such as registration statements for housing accommodations as prescribed by the law, petitions and complaints.

Discusses and explains complex code provisions and departmental procedures to staff members to ensure division staff is thoroughly conversant with code requirements and enforcement methods. Provides training, as assigned that promotes and enhances tenant awareness, education and satisfaction related to conversion processes; and tenant understanding of issues related to the financial and administrative aspects of homeownership.

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the mission, goals and objectives, principles and requirements of DHCD and the RAD as they relate to administering the Rental Housing Act of 1985, as amended, sufficient to serve as technical advisor for the agency.

Expert knowledge and skill in applying analytical and evaluative methods and techniques for problem-solving, interpreting policy; performing legal research, information gathering,

RENTAL PROPERTY PROGRAM SPECIALIST CS-1101-13

making recommendations and determinations resolving complex actions based on statutory and regulatory provisions, including the ability to develop, review, and analyze reports, program efficacy and effectiveness, and correspondence.

Expert knowledge of existing rent control and rental registration statutes, regulations, and policies, and the ability to assess and evaluate the content and impact of new or modified legislation on division program areas. Ability to recommend improvement strategies and implementing legislation into program goals, actions, and services.

Comprehensive knowledge of quantitative and qualitative methods and procedures sufficient to complete data collection and analyses of projects.

Excellent written and oral communication skills to produce investigative findings, determinations, corrective recommendations, legal analyses, and administrative orders.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under the general direction of the Rent Administrator who defines overall objectives and goals. The incumbent carries out assignments, resolves most conflicts that arise and coordinates the work appropriately based upon incumbent's specialized knowledge and expertise in research, evaluation, and data analysis. The incumbent is expected to demonstrate initiative, creativity, and sound judgment in planning, developing, and implementing short-term and long-range objectives; and to keep the Rent Administrator informed of potentially controversial findings, issues, or problems of wide impact. Work is reviewed for overall feasibility, compatibility with other work and organizational goals and objectives or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES

Guidelines consist of a wide variety of District/Federal laws, policies, and legislative mandates, particularly those associated with the Rental Housing Act of 1985 (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) and its attendant regulations (14 DCMR §§ 38-44 et seq., 2004 ed., as amended). Guidelines frequently overlap as they relate to specific assignments. The incumbent exercises sound judgment in interpreting and adapting policies, regulations, precedents and work instructions and other guides for specific cases or problems, and recommends changes to policies and procedures and other practices to improve service delivery.

FACTOR 4. COMPLEXITY

Projects involve completion of special assignments, studies, and legal research involving many different and unrelated processes and methods to address and evaluate complaints, including compliance, real estate law, construction law, retaliation and coercion, contract law, and other related issues, requiring substantive analyses and applications of relevant statutes and regulations. Issues are often complicated by uncertainties and approaches related to conflicting, missing and inconsistent data, evolving situations and conflicts or

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

changes in regulations, legislation, requirements, policies or timelines. The work requires establishing criteria, developing new information and originating approaches which may serve as precedent, as appropriate. Work requires problem-solving, and originating new techniques, criteria or information.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide expert analyses, evaluation, and advice on complex rental property issues. The work involves isolating and defining unknown conditions related to complaints of a controversial or sensitive nature and resolving critical problems arising in the rent stabilization and rental registration processes. The work affects the accuracy, reliability, acceptability and integrity of the conversion and sale processes, and the work of technical experts and the well-being of substantial numbers of tenants and housing providers.

FACTOR 6. PERSONAL CONTACTS

Contacts are with agency staff, tenants, housing providers, property managers, attorneys, tenant/community organizations, Federal and other District agencies, and others involved in the rental property operations under the purview of the Rent Administrator.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to provide analyses, evaluations, and technical expertise related to complex rental property matters, plans and proposals, policy and regulation interpretation, and to present controversial and critical observations, findings, and recommendations for substantial changes in program operations. ~~Contacts often require persuasion, diplomacy, and cooperative relationships to educate stakeholders.~~

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary, however there is walking, standing, bending or carrying of light items such as books, papers, files, boxes, and notebooks.

FACTOR 9. WORK ENVIRONMENT

The work is typically performed in an office or conference room setting, however, the incumbent may be required to conduct some onsite investigations.

Education and Experience

Applicants must have at least one (1) year of specialized experience equivalent to the grade 12 level, or its non-District equivalent. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience may include experience such as : work requiring advanced knowledge of business and trade practices and the characteristics and use of

**RENTAL PROPERTY PROGRAM SPECIALIST
CS-1101-13**

property; work requiring the provision of advisory/expert services pertinent to the review, interpretation, administration of property conversion matters involving multi-unit rental property; provision of liaison services with landlords, tenants, attorneys and other concerning residential properties and/or associated economic development issues which do not require adjudication; the review, evaluation, and/or assessment of current/proposed District/Federal laws, regulations, codes, and statutes related to rental housing and conversion; research, interpretation and synthesizing and/or comparison of information as needed to evaluate, assess feasibility and/or modify business/functional requirements and policies; or related work experience.

OR

An equivalent combination of education and experience.

Licensure/Certification:

None

Other Significant Facts

Suitability sensitivity designation has not yet been assigned for the DHCD agency

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)						1. Agency Position No.							
2. Reason for Submission <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> New <input type="checkbox"/> Re-Establishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		4. Employing Office Location Washington, D.C.		5. Duty Station Washington D.C.		6. Certification No.					
Explanation (show any positions replaced)			7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> MSS <input type="checkbox"/> Excepted <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Identical Additional Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
			8. Collective Bargaining Unit (CBU) Code: XAA		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		13. Competitive Level Code				
14. Job Code JC# 556069		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		Rental Property Program Specialist		CS	1101	13	dg	2/21/18			
c. Intermediate Authority		d. Field Office		e. Recommended by Supervisor or Initiating Office		CS	0301	13					
16. Organizational Title of Position (if different from official title) (optional)													
17. Department, Agency or Establishment DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT						c. Third Subdivision							
a. First Subdivision RENTAL ACCOMMODATIONS DIVISION						d. Fourth Subdivision							
b. Second Subdivision HOUSING REGULATIONS ADMINISTRATION						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						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Polly Donaldson, Director, DHCD							
Signature _____ Date _____						Signature <i>Allesandra...</i> <i>Polly Donaldson</i> Date <i>1/29/18</i>							
19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et. seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."						20. Standards Used in Classifying/Grading Position OPM Handbook of Occupational Groups and Families, 5/2009, PC Series Definition CS-1101, General Business and Industry Series; Guide for the Evaluation of Program Spec. Positions, TS-70, 10/67; Primary Standard.							
Typed Name and Title of Official Taking Action Dana Green, Human Resources Specialist (Classification)													
Signature <i>Dana Green</i> Date <i>2/21/18</i>													
21. Position Review		Signature		Date		Signature		Date		Signature		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
22. Remarks (optional) No known promotion potential. Suitability sensitivity designations have not been assigned as of this date for DHCD.													
23. Description of Major Duties and Responsibilities (see attachment)													

HOUSING PROVIDER OMBUDSMAN CS-301-13

INTRODUCTION

This position is located in the Housing Regulation Administration (HRA), Department of Housing and Community Development. The HRA administers residential housing regulations relating to condominium and cooperative conversions, rent adjustment procedures, licensing and other related housing programs. It is composed of the Rental Accommodation Division (RAD), the Rental Conversion and Sales Division (CASD), and the Housing Resource Center. The Housing Provider Ombudsman (HPO) is located with HRA's Housing Resource Center (HRC).

The incumbent is responsible for impartially investigating, analyzing, and mediating housing provider concerns amongst a wide range of difficult, legal, and technical matters related to issues such as rent control, sales and conversion that fall under the purview of the HRA. The work involves the participation, development and/or coordination of special projects and assignments designed to monitor, assess and/or improve landlord/tenant relations in the District of Columbia.

MAJOR DUTIES AND RESPONSIBILITIES

Deals with disputes affecting small housing providers (eg. landlords), including their agents. Plans, organizes and implements a housing provider education and outreach program for HRA. Serves as the lead contact person for complaints received by HRA from outside sources such as District of Columbia housing providers, licensees and individuals referred from the Executive Office of the Mayor or City Council with landlord/tenant issues or concerns. Meets with stakeholders; solving complaints received through research, investigation, and analysis of information and data. Maintains an open line of communication to ensure timely and adequate resolution of issues and complaints. Prepares weekly, monthly, quarterly and annual reports for distribution to the District Government officials including the Mayor, Deputy Mayor for Economic Development, Council members and others as needed. Also responsible for updating and maintaining the HRA Housing Provider complaint intake form.

Serves as a Landlord Case Manager for HRA with emphasis on HRA quality of service for both internal and external customer needs. Works closely with the Rent Administrator, Condominium Conversion and Sale Administrator, Housing Resource Administrator, Chief Tenant Advocate, Tenant Advisory Council and staff, in the identification of systemic problems and challenges and the development and implementation of customer service improvement actions for the Agency.

Attends a variety of meetings, conferences and community forums to monitor HRA progress with respect to providing quality customer service.

Develop, implement, and monitor a quality assurance program for HRA. Establish and implement quality assurance procedures, including those to assure that services provided by HRA personnel are performed in a timely, effective, and efficient manner.

Coordinates, as appropriate, the preparation of the HRA testimony for hearings, including drafting the annual oversight hearing testimony and budget testimony. Works with HRA senior

managers and division staff to assimilate and compile information regarding HRA activities, operations, programs and accomplishments during the fiscal year.

Serves as a liaison in identifying a cadre of individuals, groups and organizations supportive of HRA goals and objectives;

Participates in the preparation activities related to oversight and/or budget hearings; and the development of witness lists of individuals with substantive and specific knowledgeable of HRA issues to appear before the District of Columbia Council.

FACTOR 1 - KNOWLEDGE REQUIRED FOR THE POSITION

Thorough knowledge of the mission, goals, objectives and operating principles and requirements of DHCD and the HRA as they relate to the rental, sale, and conversion of rental properties in the District of Columbia sufficient to serve as a technical advisor and troubleshooter for the Agency on HRA issues.

Expert knowledge of and skill in the application of analytical and evaluative theories, concepts, procedures, methods, standards, and practices in the interpretation of policy, the assessment of program effectiveness and efficiency of operations; and to devise plans and strategies to meet existing and future requirements related to the resolution of landlord/tenant issues involving the rental, sales and conversion of rental housing.

Thorough knowledge of existing legislation governing the use, conversion and sale of rental properties in the District of Columbia is required to assess and evaluate the impact of new or modified legislation for impact on agency programs and resources; landlords and tenants, community groups, and others concerned.

Expert skill in the development of proposals related to property management issues and the planning, organization, and direction of negotiations to gain acceptance of recommendations and proposals involving substantial agency resources, extensive changes in established policies and procedures, or those that conflict with the views of tenant/community groups, political or other parties involved in property conversions.

Comprehensive knowledge of advanced management and organizational principles and practices and comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes in order to prepare long and short range plans and guidance that is consistent with broad agency program policies and objectives.

Familiarity with the principles of administrative law and due process of law as it relates to the use, conversion, and sale of rental housing.

Ability to provide leadership in a supervisory capacity and team-based environment; and in securing the support and cooperation of the subordinate staff.

Excellent oral and written communications skills sufficient to prepare and present information and proposals to management officials, developers, property managers, housing providers, community groups and other interested parties and the general public involving complex, controversial, or sensitive issues conversion issues and processes, in plain spoken terms.

Comprehensive knowledge of Federal and District rent, sales/conversion, regulations, and policies and procedures that provide the framework and guidelines for the work to be performed.

Thorough working knowledge of the programs, activities, missions, goals and objectives and operating procedures to perform and oversee assignments.

Knowledge and skill sufficient to analyze, evaluate, and implement programs and operations.

Skill in devising new concepts and techniques to find solutions to unique and difficult problems.

Superior computer skills.

Skill in communicating precisely and effectively, both orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS

Works under general supervision of the Housing Resource Administrator. Confers with the Housing Resource Administrator on doubtful or difficult matters and matters concerning policies and major issues. At times, consults with the Rent Administrator, Rental Conversion and Sales Administrator as well as other DC agencies on matters in which they have particular knowledge or experience. Recurring routine duties are performed independently following established practices and procedures. The incumbent is responsible for outlining the objectives and boundaries of assignments, identifying resources needed, and arranging for proper coordination with other activities. Incumbent's work is reviewed by accomplishment of assignments, effectiveness of work product, and for compliance with project goals/objectives.

The incumbent works under the general administrative direction of the Housing Resource Administrator who defines the overall broadly defined missions and functions of the Agency. The employee is responsible for independently planning, designing and carrying out projects, studies and program operations. The incumbent works in a technically authoritative manner and work results are *normally* accepted without significant change. If the work is reviewed, the review is in terms of fulfillment of program objects, effect of advice and the influence on the *overall* program. Recommendations for new programs and/or the alteration of objectives are usually evaluated for considerations such as the availability of funds and other resources, broad program goals, and/or District priorities.

FACTOR 3 - GUIDELINES

Guidelines include policies and regulations prescribed by the District Government with respect to duties of this position. Incumbent may recommend areas for the development of new guidelines for organizational and/or functional changes.

General guidelines are available but guides most applicable to the work are broadly stated and non-specific such as broad policy statements or basic legislation. The incumbent must demonstrate ingenuity, and sound judgment in interpreting the intent of the guides that do exist and in developing applications to specific areas of the work.

FACTOR 4 - COMPLEXITY

Work involves the full range of responsibilities related to diverse questions and complex problems in the areas of rent control, sales and conversion. Matters involve difficult legal, technical and factual issues. Incumbent is required to perform duties encompassing a broad range of agency objectives and a wide variety of operations.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to provide assistance to the Housing Resource Administrator in a variety of areas including complaint compliance, legislative preparation and testimony, and publication of HRA information including annual reports, handbooks, website content, and other specialized areas. Incumbent's performance contributes to the overall effective and efficient accomplishment of HRA's daily operations.

Contacts are with co-workers, staff members and department heads of other District of Columbia agencies, Council members of the Council of the District of Columbia and their staffs, congressional staff, federal officials, others inside and outside District government such as private agencies and organizations, and various other persons with expertise in areas related to assigned matters. Incumbent determines the nature and extent of contacts required, which vary from matter to matter.

FACTOR 7 - PURPOSES OF CONTACTS

Contacts generally involve meeting with and obtaining or exchanging information related to assigned matters; advising concerned parties; obtaining necessary information in preparing assignments; and advising interested agency personnel concerning status of pending matters.

FACTOR 8 - PHYSICAL DEMANDS

Generally, work is sedentary. Some walking, handling and carrying of light to moderately heavy objects (such as files and records) are required. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting. Occasionally, the incumbent makes trips to meetings in the community or project locations, District Government and Federal Government agencies, and conferences. Work involves everyday risks and requires normal safety.

OTHER SIGNIFICANT FACTS

Coordinate the preparation of HRA legislative strategy and testimony including working with Office of the General Counsel, Community Outreach, and program staff to identify persons supportive of HRA, meeting with such persons to prepare for the legislative hearings; and preparing a witness list of persons supportive of HRA to be submitted to the District of Columbia Council.

Coordinate the preparation of annual reports including working with staff to assimilate and compile information regarding activities, operations, programs and accomplishments during the fiscal year.

Prepare and update, on a periodic basis, handbooks including researching resources and federal resources, drafting, and writing the components.

Prepare and update, on a periodic basis, the Agency's website including researching city/federal resources regarding activities, operations, programs and accomplishments; drafting; and writing information to be placed on the website.

Coordinating HRA meetings with staff members and heads of other District of Columbia agencies, Council members of the Council of the District of Columbia and their staffs, congressional staff, federal officials, and others inside and outside District government such as private agencies and organizations, per the Commissioner's request.

Interfaces with other District entities to promote the services provided by the Housing Provider Ombudsman.

Assists in the continued integration of HRA with all Agency programs and services, especially with respect to the Housing Resource Center.

Promotes a paperless HRA.

Performs other related duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED FOR THE POSITION

Comprehensive knowledge of Federal and District rent, sales/conversion, regulations, and policies and procedures that provide the framework and guidelines for the work to be performed.

Thorough working knowledge of the programs, activities, missions, goals and objectives and operating procedures to perform and oversee assignments.

Knowledge and skill sufficient to analyze, evaluate, and implement programs and operations.

Skill in devising new concepts and techniques to find solutions to unique and difficult problems.

Superior computer skills.

Tonya M. Butler-Truesdale

1240 Fairmont Street, N.W.
Washington, DC 20009-5322
(202) 518-6867-telephone
(202)518-3666-facsimile
gotonyago@gmail.com
attytmbt@aol.com

July 28, 2011

Ms. Angela Barnes Nottingham
Training and Organizational Development Manager
Housing Resource Administration
1800 Martin Luther King Avenue, SE
Suite 323
Washington, DC 20020
VIA EMAIL: Angela.Nottingham@dc.gov

Dear Ms. Lewis:

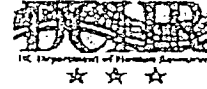
It was a pleasure meeting you on July 27, 2011. I wish to thank you for your coordination of an efficient and professional interview panel that created an opportunity for me to learn more about the Housing Provider Ombudsman assignment and elaborate on my interest in serving. I was also delighted to see that the agency is actively engaged in providing mentoring and internship opportunities for our students.

I appreciate the time taken to allow me to become more familiar with the agency mission. I am very interested in working with you and look forward to hearing from organization again about this career opportunity.

Sincerely,
Tonya M. Butler-Truesdale /s/
Tonya Butler-Truesdale

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)						1. Agency Position No.				
2. Reason for Submission <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> New <input type="checkbox"/> Re-Establishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. Certification No.		
Explanation (show any positions replaced)			7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> MSS <input type="checkbox"/> Excepted <input type="checkbox"/> Other		9. Employment Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Identical Additional Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code CS-950-12	
			8. Collective Bargaining Unit (CBU) Code:		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		14. Job Code	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date	
a. Final Agency Authority or Designee		Paralegal Specialist			CS	950	12		9-17-14	
b. Agency or D.C. Department of Human Resources										
c. Intermediate Authority										
d. Field Office										
e. Recommended by Supervisor or Initiating Office										
16. Organizational Title of Position (if differs from official title) (optional)										
17. Department, Agency or Establishment Consumer and Regulatory Affairs					c. Third Subdivision					
a. First Subdivision Enforcement and Legislative Affairs					d. Fourth Subdivision					
b. Second 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 Pamela Payne, Enforcement Officer					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Paul Waters, Deputy Director					
Signature					Signature					
Date					Date 11/30/14					
19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et. seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."					20. Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action										
Signature										
Date										
21. Position Review	Signature	Date	Signature	Date	Signature	Date	Signature	Date		
a. Employee (optional)										
b. Supervisor										
c. Classifier										
22. Remarks (optional)										
23. Description of Major Duties and Responsibilities (see attachment)										



**PARALEGAL SPECIALIST
CS-0950-12**

INTRODUCTION

This is a standard position description designed for use in all District of Columbia Government departments, offices and agencies.

This position description depicts generalized duties and responsibilities required of a position with primary responsibility for providing legal support services which facilitate the work of the legal staff of the assigned office. The incumbent may also be responsible for the conduct of extensive and thorough legal research into and analyses of legislative history and precedent cases, decisions, and opinions that may be applicable to particular legal matters.

MAJOR DUTIES

Drafts opinions and orders to be issued by administrative law judges, administrative agency appellate boards, or other duly designated managers of legal work in areas such as litigation; the provision of legal opinions; or agency appellate or review board proceedings, actions of regulatory boards or commissions, and similar adjudicative functions based on hearings conducted under the Administrative Procedure Act or other statutory appellate authority.

Performs extensive legal research, including search of statutes, regulations, legislative history, case law and other legal authorities on points of law applicable to particular legal matters. Reviews, analyzes and organizes facts and evidence; the analysis of legal issues; the application of law; fact finding; the drawing of legal conclusions; and the rendition of clear, effective and precise written presentations.

Analyzes and evaluates the relevance of particular technical evidence or questions which arise in the conduct of specialized legal programs. Investigates and becomes thoroughly familiar with subject matter details involved in a case or legal matter. Determines the specific data needed, and best approach to obtain this data or to determine the relevance or sufficiency of available legal, technical or other related data.

May be required to prepare orders awarding or denying attorney's fees and orders of dismissal to be issued by an administrative law judge, appeal judge, or other duly designated manager of legal work. Drafts response to motions filed by counsel to be issued by the appropriate legal authority.

Reviews case files, studies of pleadings testimony, exhibits, hearing records and briefs of counsel. Advises appropriate personnel on the possible dispositions of matters based on aforesaid review. Establishes and maintains an effective system of monitoring and tracking cases to insure compliance with all relevant deadlines.

Reviews contents of reports and procedural or policy papers to identify potential problems, and to assure consistency with agency policy. Identifies, defines and

PARALEGAL SPECIALIST
CS-0950-12

MAJOR DUTIES (continued)

analyzes operational problems and poses options and alternatives to existing procedures.

Participates, as needed, in meetings and conferences pertaining to the disposition of legal matters. Prepares responses to requests for information and assistance, within parameters set by the supervisor. . .

Keeps abreast of pertinent current legal developments including recent decisions issued by authorities such as the Compensation Review Board, D.C. Court of Appeals, D.C. Superior Court and the U.S. Supreme Court.

Performs other related duties, as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of pertinent laws, regulations, legal principles and concepts sufficient to interpret and apply, or explain the application of body of law, regulations, precedents and practices. Thorough knowledge of legal terminology.

Comprehensive knowledge of legal reference materials and extensive skill in research methods is required to locate precedent settings decisions and legislative hearing, which have a bearing on a particular legal issue. Knowledge of legal procedures and the judicial system.

Demonstrated skill in analyzing issues, facts and laws in order to write/prepare drafts and decisions; and to conduct extensive legal research into the legislative history, precedent cases, decisions and opinions.

Demonstrated ability to communicate effectively both orally and in writing to prepare a variety of documents, opinions, orders, and reports; to discuss issues and findings; and to provide information.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, etc., and a willingness to learn new technology associated with assigned work tasks.

SUPERVISORY CONTROLS

Incumbent works under the general supervision of the supervisor. The incumbent independently plans, organizes and carries out assignments, selecting appropriate methods and procedures for the accomplishment of assignments. Work is reviewed for SUPERVISORY CONTROLS (continued)

accuracy, depth of research, compliance with policies and procedures, timeliness, and soundness of decisions or conclusions reached.

PARALEGAL SPECIALIST
CS-0950-12

GUIDELINES

Guidelines used include the D.C. Administrative Procedure Act and accompanying regulations; the D.C. Government Comprehensive Merit Personnel Act of 1978, and accompanying regulations; the rules of the Court, basic legislation, evidentiary rules and established policies and procedures of the agency.

Guides must be carefully analyzed for general application requiring incumbent to use initiative, resourcefulness, and sound judgment in interpreting and applying guidelines and precedents. In some instances, the incumbent must rely on past personal experience to evaluate the applicability of guidelines on issues where conflicting decisions have not been resolved or where factual situations vary so widely that it is highly questionable as to which precedents can be adapted to specific matters.

COMPLEXITY

The incumbent identifies relevant issues in a case and researches areas such as relevant case law, regulations, legislative history prior to drafting orders and decisions. The work requires devising or evaluating and adapting previous fact-finding and problem-solving methods to cope with voluminous documentation; effectively organizing data into exhibits; and developing corroborative evidence to fill gaps or resolve conflicting statements.

SCOPE AND EFFECT

The purpose of the work is to provide legal support services to the assigned office. Successful accomplishment of assignments by incumbent facilitates the work of the supervisor and/or other legal staff in the development and presentation of final decisions, by allowing them to devote their efforts to more complex legal aspects of their duties and responsibilities. Also, the work directly enhances the timeliness, adequacy and thoroughness of meeting the goals and objectives of the office.

PERSONAL CONTACTS

Contacts are with officials and staffs throughout the department, other District Government agencies and offices, Federal agencies and offices, organizations, the business community, the legal community and the general public.

PURPOSE OF CONTACTS

The purpose of the contacts is to provide critical information; to define, analyze, and resolve differing interpretations of issues; to assemble data; and to verify information.

PHYSICAL DEMANDS

PARALEGAL SPECIALIST
CS-0950-12

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, books and reports.

WORK ENVIRONMENT

The majority of the work is performed in an office which is an adequately heated, lighted, and ventilated.

OTHER SIGNIFICANT FACTORS

Considerations for this position are:

Educational

Associate's Degree in paralegal studies or closely related field, or completion of a paralegal program recognized by the American Bar Association.

Experience

At least five (5) years of experience as a paralegal or legal assistant/secretary.

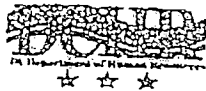
Equivalency

A combination of at least seven (7) years of relevant training, education and experience will be accepted.

FLSA: Exempt

Standards: Paralegal Specialist Series, GS-950, TS-78, August, 1986

Certification Date: April 16, 2008



Addendum to Standardized Position Description

Official Class Title: Paralegal Specialist	Departmental Job Title: Paralegal Specialist
Occupational Series/Grade: CS-950-12	Agency and Division: Department of Consumer and Regulatory Affairs/Enforcement and Compliance
Job Code #:	Employee Name/Signature/Date (once encumbered):

Instructions: This form is intended to be an attachment to the standardized position description. It allows for the agency/department to provide the essential major duties associated with the agency's/department's usage of this official job class.

After signatures: Attaching this form with signatures to the standardized position description indicates that the individual is occupying the position, and they agree that these essential major duties (along with the standardized position description) accurately describe their position.

Essential Major Duties: (Please provide no more than four specific departmental duties)

Represents the agency at scheduled Department of Consumer and Regulatory Affairs Notice of Infraction (NOI) hearings before the Office of Administrative Hearings where the respondent is not represented by counsel, in lieu of the Inspectors and Investigators and presents the evidentiary documentation associated with the NOI at the hearings.

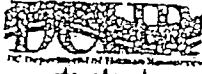
Knowledge Required by the Position

Specific knowledge of the organizational structure, mission and administrative and operational procedures of the Department of Consumer and Regulatory Affairs.

Knowledge of the service of process requirements for notices of violations, stop work orders, and notices of infraction mandated by District of Columbia and federal law.

Knowledge of: D.C. Zoning regulations; D.C. municipal housing regulations; the International Council Codes (ICC) for building and construction; and knowledge of safety and technical inspection specialties, such as fire protection, weights and measures, elevators, plumbing, electrical, boiler and heating regulations.

Knowledge of the business license requirements for businesses and professional licenses regulated by the Department of Consumer and Regulatory Affairs as well as the D.C. Schedule of Fines for civil professional infractions.



☆☆☆

Addendum to Standardized Position Description

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Special Requirements: (Please indicate any special requirements of the position, such as licensure or certifications necessary, or ability to speak another language.)
(These requirements should replace the standard comments)

Rita B. State 9/10/08
DCHR Classification Specialist

Michael A. Magist
Immediate Supervisor

Date:

Date: *9-10-08*

DC Government Employment
Quarter 3

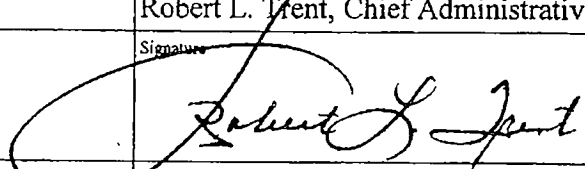
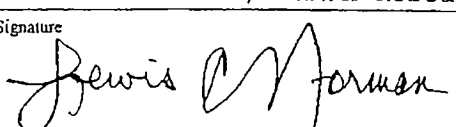
Lottery & Charitable Games	Umaru	Sanni	Career Service - Reg Appt	LOTTERY PRODUCT DEVELOPER	12	\$	94,819.00	6/16/2014
Lottery & Charitable Games	Vann	Darryl	Career Service - Reg Appt	ACCOUNTANT	12	\$	92,339.00	10/12/2010
Lottery & Charitable Games	Washington	Gwendolyn	Career Service - Reg Appt	DIR RESOURCES MGMT	15	\$	148,257.00	11/1/2004
Lottery & Charitable Games	Wilkins	Tashanna	Career Service - Reg Appt	Events and Promotions Coordina	11	\$	66,677.00	12/27/2016
Lottery & Charitable Games	Wilson	Derrica	Career Service - Reg Appt	Criminal Investigator	13	\$	106,857.00	4/12/2010
Public Service Commission	Ahern	Veronica	MSS - Reg Appt	EXECUTIVE DIR	16	\$	180,544.90	6/8/2009
Public Service Commission	Anderson	Benita	Career Service - Reg Appt	Management Liaison Officer	14	\$	129,646.00	7/20/1987
Public Service Commission	Antonio	Noel	Legal Service - Reg Appt	ATTORNEY ADVISOR	13	\$	124,766.00	9/13/1999
Public Service Commission	Armstead Didigu	Kellie	Career Service - Reg Appt	Public Affairs Specialist	13	\$	112,764.00	3/31/2008
Public Service Commission	Aylor	Aaron-John	Career Service - Reg Appt	CONSUMER SPEC	11	\$	72,907.00	5/15/2006
Public Service Commission	Baber	Tiara	Career Service - Reg Appt	STAFF ASSISTANT	09	\$	65,611.00	12/31/2012
Public Service Commission	Bagayoko	Ahmadou	Career Service - Reg Appt	Pipeline Safety Inspector	14	\$	119,308.00	7/6/2009
Public Service Commission	Berry	Craig	Legal Service - Reg Appt	ATTORNEY ADVISOR	14	\$	117,189.00	9/27/2010
Public Service Commission	Beverly	Richard	Legal Service - Reg Appt	Commissioner	17	\$	176,037.23	4/24/1983
Public Service Commission	Briggs	Marvin	Career Service - Reg Appt	Records Management Specialist	12	\$	102,268.00	9/30/2002
Public Service Commission	Butler	Vasheena	Career Service - Reg Appt	REG DOCKET SPEC	11	\$	72,907.00	5/30/2017
Public Service Commission	Cho	Bruce	Career Service - Reg Appt	Information Technology Special	13	\$	95,046.00	5/4/2015
Public Service Commission	Clay	Jesse	MSS - Reg Appt	Dpty Exec Dir for Admin	16	\$	158,682.53	1/9/2006
Public Service Commission	Daves	Aminta	Career Service - Reg Appt	Special Assistant	12	\$	80,785.00	1/9/2006
Public Service Commission	Davis	Carmen	MSS - Reg Appt	Regulatory Docket Manager	13	\$	91,045.08	1/30/2012
Public Service Commission	Doe	Hazel	Career Service - Reg Appt	PUBLIC INFORM ASST	07	\$	56,725.00	11/1/2004
Public Service Commission	Douglas	Whitney	Career Service - Reg Appt	REG DOCKET SPEC	11	\$	66,679.00	3/19/2018
Public Service Commission	EDMONDS	BRIAN	Career Service - Reg Appt	POLICY ADVISOR	15	\$	150,726.05	1/19/2000
Public Service Commission	EDMONDS	BRIAN	Career Service - Reg Appt	POLICY ADVISOR	15	\$	150,726.05	1/19/2000
Public Service Commission	Frazier	Andrea	Career Service - Temp Appt	POLICY ADVISOR	15	\$	150,726.00	8/7/2017
Public Service Commission	Frazier	Tiffany	Career Service - Reg Appt	Regulatory Affairs Specialist	13	\$	112,764.00	12/24/2006
Public Service Commission	Fujihara	Roger	Career Service - Reg Appt	ECONOMIST	14	\$	136,743.00	11/28/2005
Public Service Commission	Galloway	Donna	MSS - Reg Appt	Supvy. Consumer Services Spec.	14	\$	104,701.75	8/8/2016
Public Service Commission	Gillis	Greer	Career Service - Term Appt	Commissioner	17	\$	176,037.23	6/23/2008
Public Service Commission	Glick	Kenneth	Legal Service - Reg Appt	ATTORNEY ADVISOR	15	\$	155,637.00	9/12/2011
Public Service Commission	Harris	Alphonzo	Career Service - Reg Appt	REG DOCKET SPEC	11	\$	68,755.00	5/5/2003
Public Service Commission	Herskovitz	Richard	Legal Service - Reg Appt	ATTORNEY ADVISOR	15	\$	173,425.00	5/14/2007
Public Service Commission	Hester	Karen	Career Service - Reg Appt	Contract Specialist	14	\$	108,847.00	10/13/1979
Public Service Commission	Hinton	Cary	MSS - Reg Appt	Director of External Affairs	15	\$	162,705.00	5/14/2007
Public Service Commission	Howley	John	Career Service - Reg Appt	ECONOMIST	14	\$	122,795.00	9/27/2010
Public Service Commission	Hu	Mannshya	MSS - Reg Appt	SUPVY ECONOMIST	15	\$	148,739.22	10/1/1990
Public Service Commission	Hughes	Kenneth	Legal Service - Reg Appt	ATTORNEY ADVISOR	13	\$	124,766.00	10/3/1994
Public Service Commission	Hunter	Patrice	Career Service - Reg Appt	Program Analyst	13	\$	97,999.00	7/14/2014
Public Service Commission	Jackson	Donald	Career Service - Reg Appt	Compliance and Enforcement Off	13	\$	109,811.00	3/31/2008
Public Service Commission	Johnson	Teresa	Career Service - Reg Appt	Consumer Outreach Assistant	09	\$	57,046.00	3/18/2019
Public Service Commission	Johnson	Teresa	Career Service - Reg Appt	Consumer Outreach Assistant	09	\$	57,046.00	3/18/2019
Public Service Commission	Lee	Angela	MSS - Reg Appt	SUPERVISORY ATTORNEY ADVISOR	02	\$	182,200.31	9/17/2007
Public Service Commission	Lincoln Stewart	Kimberly	Legal Service - Reg Appt	ATTORNEY ADVISOR	15	\$	173,425.00	12/20/1993
Public Service Commission	Lipscombe	Christopher	Legal Service - Reg Appt	GEN COUNSEL	03	\$	182,252.84	7/5/1998
Public Service Commission	Martin	Robin	Career Service - Reg Appt	STAFF ASSISTANT	09	\$	53,620.00	9/21/2015
Public Service Commission	Martinez	Paul	Career Service - Reg Appt	INFORMATION TECHNOLOGY SPECIAL	14	\$	140,230.00	10/22/2001
Public Service Commission	Mercogliano	Matthew	Career Service - Reg Appt	Economist	12	\$	79,930.00	6/30/2014
Public Service Commission	Modozie	James	Career Service - Reg Appt	Damage Prev Inspector	12	\$	97,304.00	4/21/2014
Public Service Commission	Mokhtari	Hicham	Career Service - Reg Appt	CONSUMER SPEC	11	\$	79,135.00	7/7/2008
Public Service Commission	Moore	Khadysya	Career Service - Reg Appt	Staff Assistant	11	\$	72,907.00	6/12/2017
Public Service Commission	Mormann	Stephen	MSS - Reg Appt	Dpty Exec Dir for Regulatory	16	\$	162,317.70	3/21/2016
Public Service Commission	Moskowitz	Margaret	Career Service - Reg Appt	Sr. Consumer Services Spec.	13	\$	100,952.00	2/21/2006
Public Service Commission	Newkirk	Wendy	Career Service - Reg Appt	Public Affairs Specialist	12	\$	94,822.00	10/24/1988
Public Service Commission	Noelsaint	Merancia	Legal Service - Reg Appt	Attorney Advisor	12	\$	80,703.00	9/1/2015
Public Service Commission	Ogbue	Udeozo	MSS - Reg Appt	Chief, Office Compliance Enfor	15	\$	134,113.00	10/29/2007

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Public Service Commission	Ongweso	Edward	Career Service - Reg Appt	ECONOMIST	13	\$	118,670.00	3/1/1999
Public Service Commission	Otiji	Ihekwababa	MSS - Reg Appt	Supervisory Financial Analyst	15	\$	133,972.51	4/21/2003
Public Service Commission	Patterson	Damon	Career Service - Reg Appt	Compliance Inspector	12	\$	97,304.00	6/30/1999
Public Service Commission	Phillips	Willie	Career Service - Term Appt	Chairperson	17	\$	184,839.10	8/1/2014
Public Service Commission	Pryce	Sophia	Career Service - Reg Appt	Management Liaison Specialist	13	\$	109,710.00	1/9/2006
Public Service Commission	Pulliam	Gary	Career Service - Reg Appt	GENERAL ENGINEER	13	\$	118,670.00	7/11/2016
Public Service Commission	Ramachandran	Poorani	Career Service - Reg Appt	Sr. Engineer	14	\$	129,769.00	7/24/2017
Public Service Commission	Randolph	Kristen	Career Service - Reg Appt	Consumer Education and Outreach	14	\$	119,308.00	5/24/2004
Public Service Commission	Scoggins	Gurmeet	Career Service - Reg Appt	FINANCIAL MGR	15	\$	164,609.00	8/31/1987
Public Service Commission	Scott	Earnest	Career Service - Reg Appt	Pipeline Safety Engineer	13	\$	100,952.00	6/11/2018
Public Service Commission	Sedgwick	Brinda	MSS - Reg Appt	Commission Secretary	15	\$	128,757.97	5/4/1998
Public Service Commission	Shelley	Naza	Legal Service - Reg Appt	ATTORNEY ADVISOR	14	\$	120,971.00	2/25/2013
Public Service Commission	Singh	Manmohan	Career Service - Reg Appt	ENGINEER	13	\$	115,717.00	3/12/2001
Public Service Commission	Skrynnikov	Timour	Career Service - Reg Appt	Financial Analyst	13	\$	109,811.00	12/6/2010
Public Service Commission	Smith	Maurice	MSS - Reg Appt	DIR OF CONSUMER SRVS	15	\$	127,840.16	12/22/2008
Public Service Commission	Spears	Mable	Career Service - Reg Appt	EXECUTIVE ASST	12	\$	94,543.00	3/1/1993
Public Service Commission	Speight	Sanford	Legal Service - Reg Appt	ATTORNEY ADVISOR	15	\$	173,425.00	9/6/1988
Public Service Commission	Taylor	Natalie	Career Service - Reg Appt	Management Liaison Specialist	11	\$	67,407.00	11/26/2006
Public Service Commission	Walt	Lara	Legal Service - Reg Appt	ATTORNEY ADVISOR	15	\$	173,425.00	10/12/1999
Public Service Commission	Wells	Vanetta	Career Service - Reg Appt	Program Analyst	14	\$	126,282.00	5/15/1989
Public Service Commission	West	Felicia	Career Service - Term Appt	POLICY ADVISOR	15	\$	144,717.05	10/7/2013
Public Service Commission	Wilson	Rodney	Career Service - Reg Appt	AUDITOR	13	\$	118,670.00	1/17/1989
Public Service Commission	Yordanova	Milena	Legal Service - Reg Appt	Attorney Advisor	13	\$	124,766.00	7/27/2015
Ofc of the People's Counsel	Austin	Keishaa	Career Service - Reg Appt	Program Analyst III	13	\$	109,710.00	2/9/2015
Ofc of the People's Counsel	BRIGHT	ERICA	Career Service - Reg Appt	Program Analyst	13	\$	87,878.00	9/17/2006
Ofc of the People's Counsel	Barringtone	Charquia	Career Service - Reg Appt	ADMINISTRATIVE ASSISTANT	09	\$	55,910.00	12/24/2017
Ofc of the People's Counsel	Belle	Cherry	Career Service - Reg Appt	Administrative Officer	12	\$	85,371.00	4/11/1994
Ofc of the People's Counsel	Blackson	Denise	Career Service - Reg Appt	Community Outreach Specialist	11	\$	61,647.00	8/10/2015
Ofc of the People's Counsel	Blackstone	Kiana	Career Service - Reg Appt	Community Outreach Specialist	09	\$	59,080.00	1/4/2010
Ofc of the People's Counsel	Boyd	Rusheeda	Career Service - Reg Appt	Community Outreach Specialist	09	\$	59,080.00	4/29/2019
Ofc of the People's Counsel	Burton	Barbara	Legal Service - Reg Appt	ASST PEOPLES COUNSEL	14	\$	153,192.00	7/25/1993
Ofc of the People's Counsel	Calhoun	Dionne	Career Service - Reg Appt	EXECUTIVE ASSISTANT	12	\$	83,078.00	1/4/2013
Ofc of the People's Counsel	Coard	Eric	MSS - Reg Appt	Chief of Staff	16	\$	177,400.00	7/25/1983
Ofc of the People's Counsel	Coard	Eric	MSS - Reg Appt	Chief of Staff	16	\$	177,400.00	7/25/1983
Ofc of the People's Counsel	Crumlin	Chandler	MSS - Reg Appt	Consumer Services Manager	13	\$	115,000.00	4/29/2019
Ofc of the People's Counsel	Cumberbatch	Jason	Career Service - Reg Appt	ELECTRICAL ENGINEER	13	\$	106,981.00	9/8/2014
Ofc of the People's Counsel	Daniels	Laurence	Legal Service - Reg Appt	ASSISTANT PEOPLES COUNSEL	15	\$	176,924.00	1/30/2000
Ofc of the People's Counsel	Dodson	Tatika	Career Service - Reg Appt	Paralegal Specialist	11	\$	65,487.00	6/27/2004
Ofc of the People's Counsel	Garrick	Silvia	Career Service - Reg Appt	CONSUMER OUTREACH SPECIALIST	13	\$	109,710.00	12/20/1993
Ofc of the People's Counsel	Gilbert	George	Career Service - Term Appt	CONSUMER OUTREACH SPECIALIST	11	\$	59,727.00	3/4/2019
Ofc of the People's Counsel	Glover	Quaneisha	Career Service - Term Appt	Administrative Support Assista	09	\$	52,740.00	3/11/2019
Ofc of the People's Counsel	Gross Bethel	Jean	Career Service - Reg Appt	CONSUMER OUTREACH SPECIALIST	13	\$	109,710.00	10/29/1984
Ofc of the People's Counsel	Gumer	Naunihal	Career Service - Reg Appt	ACCOUNT/RATE CASE MANAGER	17	\$	168,621.30	4/26/1987
Ofc of the People's Counsel	Harmon	Phillip	MSS - Reg Appt	Policy Analyst	15	\$	135,982.86	12/1/1997
Ofc of the People's Counsel	Heinle	Frederick	Legal Service - Reg Appt	ASSISTANT PEOPLES COUNSEL	15	\$	161,703.00	7/24/2017
Ofc of the People's Counsel	Houston	Dwayne	Career Service - Reg Appt	LITIGATION ASSISTANT	11	\$	63,567.00	1/23/2017
Ofc of the People's Counsel	Jefferson	Linda	Career Service - Reg Appt	CONSUMER OUTREACH SPECIALIST	14	\$	116,754.00	5/29/2007
Ofc of the People's Counsel	Johnson	Thaddeus	Legal Service - Reg Appt	ASST PEOPLES COUNSEL	13	\$	126,302.00	4/21/2013
Ofc of the People's Counsel	Jones	Erica	Career Service - Reg Appt	Community Outreach Specialist	12	\$	73,906.00	12/17/2012
Ofc of the People's Counsel	Jones	Laurence	Career Service - Reg Appt	Policy Analyst	15	\$	132,177.04	6/11/1995
Ofc of the People's Counsel	Lee	Anthony	Career Service - Reg Appt	COMPUTER SPECIALIST	15	\$	135,983.28	5/16/1994
Ofc of the People's Counsel	Marcus-Garvie	Abigail	Career Service - Reg Appt	CONSUMER OUTREACH SPECIALIST	11	\$	77,007.00	6/20/2010
Ofc of the People's Counsel	Marenic	Stephen	Career Service - Reg Appt	Community Outreach Specialist	12	\$	83,078.00	1/25/2016
Ofc of the People's Counsel	Mariam	Yohannes	Career Service - Reg Appt	SENIOR ECONOMIST	15	\$	135,527.40	8/6/2007
Ofc of the People's Counsel	Mattavous Frye	Sandra	Legal Service - Reg Appt	People's Counsel	02	\$	191,415.12	10/1/1984

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Ofc of the People's Counsel	McCoy	Doxie	MSS - Reg Appt	Public Information Officer	14	\$	133,000.00	2/13/2008
Ofc of the People's Counsel	Morse	Cheryl	Career Service - Reg Appt	CONSUMER COMPLAINT SPEC	13	\$	104,252.00	9/17/2006
Ofc of the People's Counsel	Mouton-Henderson	Adrienne	Legal Service - Reg Appt	ASSISTANT PEOPLES COUNSEL	15	\$	157,085.00	7/24/2017
Ofc of the People's Counsel	Nelson	Pamela	Career Service - Reg Appt	CONSUMER OUTREACH SPECIALIST	14	\$	123,200.00	4/3/2000
Ofc of the People's Counsel	Oberleiton	Timothy	Legal Service - Reg Appt	Attorney Advisor	13	\$	109,687.00	3/4/2019
Ofc of the People's Counsel	Patel	Anjali	Legal Service - Reg Appt	ASSISTANT PEOPLES COUNSEL	15	\$	170,940.00	6/18/2018
Ofc of the People's Counsel	SISTRUNK	KAREN	Legal Service - Reg Appt	DEPUTY PEOPLES COUNSEL	02	\$	180,571.91	9/18/2006
Ofc of the People's Counsel	Scott	Eric	MSS - Reg Appt	Chief Operations Officer	16	\$	171,247.80	3/21/2005
Ofc of the People's Counsel	Sellers	Christopher	Career Service - Reg Appt	Contract Specialist	12	\$	83,078.00	1/17/2012
Ofc of the People's Counsel	Smith	Alicia	Career Service - Reg Appt	Financial Specialist	12	\$	97,300.00	10/22/1990
Ofc of the People's Counsel	Smith	Travis	Legal Service - Reg Appt	ASSISTANT PEOPLES COUNSEL	15	\$	176,924.00	9/23/2013
Ofc of the People's Counsel	Soderberg	Grace	Legal Service - Reg Appt	Attorney Advisor	14	\$	153,192.00	5/13/2019
Ofc of the People's Counsel	Solomon	Alya	Career Service - Reg Appt	Consumer Education Outreach Co	13	\$	109,710.00	4/7/2014
Ofc of the People's Counsel	Taylor	Tamika	Legal Service - Reg Appt	Attorney Advisor	14	\$	137,476.00	8/16/2004
Ofc of the People's Counsel	Valentine	Valca	Career Service - Term Appt	Community Outreach Specialist	09	\$	59,080.00	5/18/2005
Ofc of the People's Counsel	Walker	Cecilia	Career Service - Reg Appt	Human Resources Specialist	13	\$	93,336.00	1/22/2008
Ofc of the People's Counsel	Ward	Aaron	MSS - Reg Appt	Manager, Consumer Services	14	\$	141,831.00	6/4/2017
Ofc of the People's Counsel	Williams	Marchim	Career Service - Reg Appt	Community Outreach Specialist	09	\$	59,080.00	11/19/2012
Board of Elections & Ethics	Adams	Derek	Career Service - Temp Appt	ELECTION TECHNICIAN	00	\$	2,860.00	1/22/2018
Board of Elections & Ethics	Alemansour	Melody	Career Service - Temp Appt	LAW CLERK	01	\$	37,440.00	5/27/2018
Board of Elections & Ethics	Alexander	Melissa	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	62,400.00	9/2/2018
Board of Elections & Ethics	Anderson	James	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	37,440.00	3/19/2018
Board of Elections & Ethics	Ba	Moussa	Career Service - Temp Appt	ELECTION TECHNICIAN	01	\$	37,440.00	4/15/2018
Board of Elections & Ethics	Baldwin	Samante	Career Service - Temp Appt	SUPPLY CLERK	01	\$	31,200.00	9/2/2018
Board of Elections & Ethics	Baldwin	Stacey	Career Service - Reg Appt	Supply Management Specialist	11	\$	67,407.00	8/13/2001
Board of Elections & Ethics	Banks	Dian	Career Service - Temp Appt	Ward Coordinator	01	\$	1,040.00	4/15/2018
Board of Elections & Ethics	Bennett	Kia	Career Service - Temp Appt	VOTER REGISTRATION CLERK	00	\$	31,200.00	1/30/2012
Board of Elections & Ethics	Berry	Michelle	Career Service - Temp Appt	VOTER REGISTRATION CLERK	00	\$	35,360.00	2/19/2018
Board of Elections & Ethics	Blake	Yazmine	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	780.00	5/13/2018
Board of Elections & Ethics	Bouillion	Kenneth	Career Service - Temp Appt	VOTER REGISTRATION CLERK	00	\$	41,600.00	3/23/2014
Board of Elections & Ethics	Bowen	Cecilia	Career Service - Temp Appt	POLLWORKER TRAINER	01	\$	52,000.00	1/9/1989
Board of Elections & Ethics	Brady	John	Career Service - Temp Appt	ELECTION TECHNICIAN	00	\$	1,820.00	1/22/2018
Board of Elections & Ethics	Branch	Laura	Career Service - Temp Appt	POLLWORKER TRAINER	01	\$	52,000.00	12/6/2010
Board of Elections & Ethics	Brooks	Karen	MSS - Reg Appt	REGISTRAR OF VOTERS	14	\$	109,935.62	6/28/1982
Board of Elections & Ethics	Brown	Jason	Career Service - Reg Appt	ELECTION TECHNICIAN	01	\$	41,600.00	4/2/2018
Board of Elections & Ethics	Bryan	Raymond	Career Service - Reg Appt	IT Specialist	12	\$	94,543.00	6/2/2014
Board of Elections & Ethics	Bryan	Tonya	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	41,600.00	4/2/2018
Board of Elections & Ethics	Budoo	Arlin	Career Service - Reg Appt	Facility Management & Support	13	\$	90,607.00	7/16/2001
Board of Elections & Ethics	Celey	Rhonda	Career Service - Temp Appt	POLLWORKER TRAINER	01	\$	52,000.00	8/16/2011
Board of Elections & Ethics	Celey	Rhonda	Career Service - Temp Appt	POLLWORKER TRAINER	01	\$	52,000.00	8/16/2011
Board of Elections & Ethics	Coehins	Jacqueline	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	1,040.00	3/23/2014
Board of Elections & Ethics	Coffer	Ebony	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	31,200.00	5/27/2018
Board of Elections & Ethics	Coll	Rachel	MSS - Reg Appt	Supervisory Public Affairs Spc	14	\$	128,010.00	9/19/2016
Board of Elections & Ethics	Coll	Rachel	MSS - Reg Appt	Supervisory Public Affairs Spc	14	\$	128,010.00	9/19/2016
Board of Elections & Ethics	Danovich	Jeffrey	Career Service - Reg Appt	POLLWORKER TRAINER	01	\$	52,000.00	9/2/2018
Board of Elections & Ethics	Davis	Paulette	Career Service - Temp Appt	VOTER REGISTRATION CLERK	01	\$	37,440.00	3/5/2018
Board of Elections & Ethics	DeBose	Jason	Career Service - Temp Appt	SUPPLY CLERK	01	\$	41,600.00	3/19/2007
Board of Elections & Ethics	Eisenman	Ross	Career Service - Temp Appt	VOTER REGISTRATION CLERK	00	\$	41,600.00	10/15/2018
Board of Elections & Ethics	Ennis	Jermaine	Career Service - Temp Appt	ELECTION TECHNICIAN	01	\$	41,600.00	2/10/2014
Board of Elections & Ethics	Evans	Monica	Excepted Service - Reg Appt	Special Assistant	08	\$	150,000.00	3/4/2019
Board of Elections & Ethics	Everett	Edward	Career Service - Reg Appt	Election Registration Speciali	09	\$	57,495.00	7/17/2000
Board of Elections & Ethics	FOX	WANDA A	Career Service - Temp Appt	Ward Coordinator	01	\$	1,300.00	9/30/1987
Board of Elections & Ethics	Fagan	Antoine	MSS - Reg Appt	Supvy Info Tech Spec	16	\$	150,390.49	2/18/2003
Board of Elections & Ethics	Featherstone	Michael	Career Service - Temp Appt	SUPPLY CLERK	00	\$	41,600.00	6/28/2004
Board of Elections & Ethics	Fitzjohn	Kwame	Career Service - Temp Appt	Ward Coordinator	01	\$	1,040.00	3/21/2016

3. Collective Bargaining Unit (CBU) Code: XAA		4. Employing Office Location Washington, DC		5. Duty Station Washington, DC		6. Competitive Level Code			
7. Reason for Submission <input checked="" type="checkbox"/> Re-description <input type="checkbox"/> New <input type="checkbox"/> Re-establishment <input type="checkbox"/> Other Explanation (show any positions replaced)		8. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		9. Employment /Financial Statement Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. FLSA <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	13. Position Status <input checked="" type="checkbox"/> Career Service <input type="checkbox"/> Legal Service <input type="checkbox"/> Excepted Service <input type="checkbox"/> Other <input type="checkbox"/> Management Supervisory Service		14. Agency Use (optional) JC# 552259			
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Final Agency Authority or Designee									
b. Agency or DC Office of Personnel		Housing Provider Ombudsman		CS	0301	13	LCN	9-1-2011	
c. Intermediate Authority									
d. Field Office									
e. Recommended by Supervisor or Initiating Office		Housing Provider Ombudsman		CS	301	13			
16. Organizational Title of Position (if different from official title)(optional) Housing Provider Ombudsman				17. Name of Employee (if vacant, specify)					
18. Department, Agency or Establishment Department of Housing and Community Development				c. Third Subdivision					
a. First Subdivision Housing Regulation Administration				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position				Signature of Employee (optional)		Date			
20. 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				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Robert L. Trent, Chief Administrative Officer					
Signature		Date		Signature		Date			
						8/30/2011			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards.				Information for Employees. Official classification standards and information on employees are available in the D.C. Office of Personnel. The classification of the position may be reviewed and corrected by the certifying authority or a designee of the Director of Personnel. Information on classification/job grading appeals is available from the D.C. Office of Personnel.					
Typed Name and Title of Official Taking Action Lewis C. Norman, Human Resources Specialist				22. Standards Used in Classifying/Grading Position					
Signature		Date		a. Handbook of Occupational Groups, b. May 2009; Administrative Analysis c. Grade Evaluation Guide, 8/1990					
		9-1-2011							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									

No Known Promotion Potential.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)						1. Agency Position No.					
2. Reason for Submission <input checked="" type="checkbox"/> Re-Description <input type="checkbox"/> New <input type="checkbox"/> Re-Establishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field	4. Employing Office Location Washington, D.C.		5. Duty Station Washington D.C.		6. Certification No.				
Explanation (show any positions replaced)			7. Position Status (Service) <input checked="" type="checkbox"/> Career <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> MSS <input type="checkbox"/> Excepted <input type="checkbox"/> Other		9. Employment /Financial Statement Req'd? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to Federal Additional Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			8. Collective Bargaining Unit (CBU) Code: XAA		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	13. Competitive Level Code				
14. Job Code JC# 556069		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		Rental Property Program Specialist		CS	1101	13		lg	2/21/18		
c. Intermediate Authority								0			
d. Field Office											
e. Recommended by Supervisor or Initiating Office		RENTAL PROPERTY PROGRAM SPECIALIST		CS	0301	13					
16. Organizational Title of Position (if different from official title) (optional)											
17. Department, Agency or Establishment DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT						c. Third Subdivision					
a. First Subdivision RENTAL ACCOMMODATIONS DIVISION						d. Fourth Subdivision					
b. Second Subdivision HOUSING REGULATIONS ADMINISTRATION						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						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Polly Donaldson, Director, DHCD					
Signature _____ Date _____						Signature <i>Adrienne Haddad for Polly Donaldson</i> Date <i>2/29/18</i>					
19. Classification / Job Grading Certification. "I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards."						20. Standards Used in Classifying/Grading Position OPM Handbook of Occupational Groups and Families, 5/2009, PC Series Definition CS-1101, General Business and Industry Series; Guide for the Evaluation of Program Spec. Positions, TS-70, 10/67; Primary Standard.					
Typed Name and Title of Official Taking Action Dana Green, Human Resources Specialist (Classification)											
Signature <i>Dana Green</i> Date <i>2/21/18</i>											
21. Position Review		Signature		Date		Signature		Date		Signature	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											
22. Remarks (optional) No known promotion potential. Suitability sensitivity designations have not been assigned as of this date for DHCD.											
23. Description of Major Duties and Responsibilities (see attachment)											

EMPLOYEE NAME:	Tonya M. Butler-Truesdale, Esq.
DATE OF REVIEW:	September 23, 2019
TIME:	11:00am
SUPERVISOR:	Lauren Pair, Esq.
CURRENT POSTION TITLE/SERIES/GRADE:	Rental Program Property Specialist CS- 301-13
CORRECT POSTION TITLE/SERIES/GRADE:	Attorney Advisor-LS-905-15
REASON FOR REVIEW/AUDIT:	Improper Classification Code, Compensation Schedule, Position Title, Series, Grade and Step

EMPLOYEE QUESTIONS:

1. Do you believe your current position description is accurate? If no, why not?

In order for DCHR to be compliant with classification policy; grade levels; publication required pursuant to §1-611.01 the appellant's Classification Code, Compensation Schedule, Position Title, Series, Grade and Step must be amended to LS-905 Grade 15 step 3..The appellant serves as the legal officer to the Rent Administrator and authoritative legal advisor for the Rental Accommodation Division (RAD). The appellant is responsible for managing the division's legal affairs, and leading the paralegal staff assigned to perform paralegal tasks associated with RAD. The overall function is to provide comprehensive legal service, counsel, recommendations, reviews and opinions regarding all functions and activities, both programmatic and administrative. The Rental Property Program Specialist Position Description fails to correctly capture these duties.

Moreover, pursuant to DPM 101.16 employees who:

- perform, under general administrative direction, with very wide latitude for the exercise of independent judgment, work of outstanding difficulty and

- responsibility along special technical, supervisory, or administrative lines which has demonstrated leadership and exceptional attainments;
- serve as head of a major organization within a bureau involving work of comparable level;
 - plan and direct or to plan and execute specialized programs of marked difficulty, responsibility, and significance along professional, scientific, technical, administrative, fiscal, or other lines, requiring extended training and experience which has demonstrated leadership and unusual attainments in professional, scientific, or technical research practice, or in administration, or in administrative, fiscal or other specialized activities; or
 - perform consulting or other professional, technical, administrative, fiscal, or other specialized work of equal importance, difficulty, and responsibility, and requiring comparable qualifications.

requires that the appellant's position be designated as a grade 15.

This appropriate grade designation is supported by DPM 3602.6 which requires that qualifying attorney:

- be at the prior grade level for at least twelve (12) months preceding the recommendation for promotion;
- demonstrate consistent superior performance, as demonstrated by the two most recent performance evaluations, if available;
- demonstrate specialized expertise or professional distinction; and,
- demonstrates satisfactory handling of an increasingly more complex workload.

Finally, DPM 1130.4 requires that when any action moves an employee from one Wage Service rate schedule ("current" schedule) to another grade within the same rate schedule or to any grade within another Wage Service rate schedule or CS salary schedule ("new" schedule), the rate of pay on the new schedule shall be determined under one (1) of the following, as appropriate:

- If the representative rate of the employee's grade in his or her current schedule is less than the representative rate of the grade to which he or she is being assigned in either the same schedule or a new schedule, the movement constitutes a promotion, and the employee shall be entitled to one (1) of the following:
 - Basic pay at the lowest rate of the new grade that is equivalent to his or her existing rate of basic pay plus a two (2) step increase of the current grade (for a rate schedule with ten (10) steps);
 - If the rate determined in (1) above falls between two (2) rates of the new grade, he or she shall be entitled to the higher rate; or
 - If the rate determined in (1) above is higher than any rate of the new grade, he or she shall be entitled to the maximum rate of the new grade.

This formula is inoperable because the appellant was promoted to a position with drastically increased complexity, a broader scope and effect and supervisory controls defined by 1101.16. Step 1 of grade 15 is inappropriate due the appellant's previous legal service to the District of Columbia, years of practice and expertise. Had the position been correctly classified the agency would have needed to employ a hiring exception in salary negotiation to create an offer comparable to the appellant's legal experience at or near grade 15 step 5 pursuant to DPM 818 detailing a Superior Qualifications Appointment. DPM 818.1 permits that superior qualifications, "appointments may be made at such step of the appropriate grade as the personnel authority may authorize for this purpose." As of October 13, 2019, my erroneous annual salary will be \$113,104. In order to meet the objective goal of equal pay for equal work a grade of 15 step 5. The erroneous classification negated my right to negotiate for the appropriate salary and may systemic equate to an unfair labor practice.

2. Describe the major duties/work you perform on a daily basis and the estimated percentage of time you spend on these duties.

The appellant serves as legal advisor to the Rent Administrator in planning and policy decision-making; and implementing, coordinating and directing the legal and

regulatory affairs for the Rental Accommodation Division, designed to facilitate and improve legal service delivery to its rental housing market stakeholders. The appellant develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program operations. The appellant also independently, plans, develops and institutes short/long term agency plans and activities, incorporating strategic provisions, as required. The appellant is responsible for overseeing the review, research, and preparation of responses for the Rent Administrator to inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, members of the private sector, and the general public. The appellant assists the Rent Administrator in preparation of testimony for presentation at hearings before the Council of the District of Columbia, and other public appearances. Finally, the appellant also, represents and speaks for the Rent Administrator on various complex and sensitive issues to both internal and external stakeholders.

3. What do you consider the most important duty (is) of your position? Why?

The appellant serves as an expert legal analyst to manage and advise on legal areas within the Rental Accommodation Division. This includes various legalities that directly affect the mission and goals of the division.

The appellant oversees the daily operations of the RAD; and serves as an expert advisor to the Rent Administrator, regarding planning and policy decision-making; and, implementing, coordinating and directing the Division, designed to facilitate and improve legal service delivery to its internal and external stakeholders. Responsible for the review of related litigation, adjudication and active legal matters that are related and affects the Rental Accommodation Division and Rental Housing Regulation. Incumbent adapts guidelines, determines novel methods of approach and initiates new or revised policies, procedures and practices. Precedent matters that touch on the involved legal issues are often difficult to establish or utilize. Generally, significant investment property rights and residential tenant rent adjustments amounts may be at stake.

Highly specialized knowledge of laws, rules, regulations, case law, principles, and practices related to administering applicable labor agreements and providing advice to supervisors, managers, and officials. In-depth knowledge of Laws and regulations affecting rental housing and related rental housing stock regulations within the District government is required and utilized with each task.

The appellant utilizes an ability to speak and write effectively, as well as the ability to mediate, advocate, persuade, train, and guide others. The appellant must prepare legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Rent Administrator. These tasks require extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements.

4. What are the knowledge, skills, and abilities you need to perform your job?

I must be admitted to practice before the District of Columbia Court of Appeals by the time the Rent Administrator's term of office commences; and Possess skills and expertise relevant to rental housing, preferably in the area of rent control or rent stabilization; and be licensed to practice law in the District of Columbia.

5. What guidelines, rules, and/or regulations do you use in performing your everyday tasks?

DISTRICT OF COLUMBIA ADMINISTRATIVE PROCEDURE ACT, APPROVED OCTOBER 21, 1968; PUBLIC LAW 90-614 (82 STAT. 1203; D.C. CODE § 1-1501 ET SEQ.), AS AMENDED

DC SUPERIOR COURT LANDLORD TENANT BRANCH RULES AND REGULATIONS

RENTAL HOUSING ACT OF 1985 (DC LAW 6-10) AS AMENDED (THE ACT), WHICH IS CODIFIED AT DC OFFICIAL CODE § 42-3501.01 ET SEQ

CHAPTER 28 OFFICE OF ADMINISTRATIVE HEARINGS RULES OF PRACTICE
AND PROCEDURE

TITLE OF THE DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS (DCMR)
IS TITLE 14. TITLE 14 HAS 97 CHAPTERS

D.C. LAW 22-257. CLEANENERGY DC OMNIBUS AMENDMENT ACT OF 2018

6. What do you consider is the most complex aspect of your position? Why?

Currently, the most complex aspects of my position are administrative and they occur as a result of the misclassification of the position and the organizational deficiencies of the Housing Regulation Administration. Because the position is incorrectly classified the appellant must fulfill professional and ethical duties listed in the current position description absent clear and convincing authority provided by a correct position title and classification. I am asked to perform the duties of an attorney and complete tasks that can only legally be performed by an attorney without recognition from the agency that these tasks are in fact legal and must be supported by continuing training and education afforded employees in the Legal Service Classification.

Further, as with any attorney in a regulatory environment, the appellant must demonstrate daily mastery of exceptional legal service skills to ensure the delivery technical advice and legal counsel to its internal and external stakeholders while conversely also recognizing matters requiring the neutrality of a regulatory agency. Responsible for the review of related litigation, adjudication and active legal matters that are related and affects the Rental Accommodation Division and Rental Housing Regulation

7. Who is your supervisor? How much supervision/guidance do you receive from him/her and how often is it provided?

Lauren Pair, Esq. is my direct report. Ms. Pair is the District of Columbia Rent Administrator, she is a mayoral appointee serving a three-year term. •The appellant is

charged with performing, under her general administrative direction, with very wide latitude for the exercise of independent judgment, work of exceptional difficulty and responsibility along special technical, supervisory, or administrative lines which has demonstrated leadership and unusual attainments.

8. Describe your contacts, frequency, and the purpose of these contacts.

The incumbent of this position is responsible for overseeing the review, research, and preparation of responses for the Rental Accommodation Division to selected and sensitive, and often confidential inquiries and correspondence from the Rent Administrator, members of the Council of the District of Columbia, officials of the District government, the media, members of the private sector, and the general public. The appellant assists in the preparation of testimony for presentation at hearings before the Council of the District of Columbia, and other public appearances.

The appellant also serves as confidant and troubleshooter, and works closely with the Rent Administrator, the Chair of the Rental Housing Commission, the Office of the Tenant Advocate, The Office of Administrative Hearings, DC Superior Court, and the DHCD Legislative Liaison on an ongoing basis.

9. Describe any physical or unusual demands of your job.

n/a

10. Describe the work environment.

The work environment is primarily sedentary.

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Rental Property

Program Specialist,

Grade CS-301-13 CS

301-13 vs. Attorney

Advisor LS-905-15

Position Comparison

Chart and Exhibits

Tonya M. Butler-Truesdale, Esq,

September 23, 2019

Tonya M. Butler-Truesdale, Esq,

September 23, 2019

Rental Property Program Specialist, Grade CS-301-13 CS 301-13 vs. Attorney Advisor LS-905-15

Position Comparison Chart

<u>Rental Property Program Specialist</u> <u>Duties</u>	<u>Sample Work Product</u>	<u>Correlating Attorney Advisor LS-905-15</u> <u>Duties</u>
<ul style="list-style-type: none"> ▪ Author determinations based on complex causes of action based on statutory and regulatory provisions ▪ Evaluate new and modified legislation ▪ Recommend improvements for implementing legislation; ▪ Provide written and oral communications for legal analyses and administrative 	<p>Notice of Disapproval of 70% Voluntary Agreement (EX. 1)</p> <p>Letter of Commitment (EX. 2)</p> <p>Documents supporting role in Regulatory Rulemaking (Ex 3) additional documents can be provided upon request</p> <p>Documents supporting role in improving and implementing legislation (Ex. 4)</p>	<p>Serves as legal advisor to the Director/Administrator in planning and policy decision-making; and implementing, coordinating and directing the legal affairs for the</p>

<p>orders;</p> <ul style="list-style-type: none"> ▪ Keep the Rent Administrator informed of potentially controversial legal and statutory issues; ▪ Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing; ▪ Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action; ▪ Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes 		<p>agency/division, designed to facilitate and improve legal service delivery to its clientele.</p>
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<p>and regulations;</p> <ul style="list-style-type: none"> ▪ Navigate issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and, ▪ Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. (See Exhibit A DHCD Rental Property Program Specialist Position Description) 		
<ul style="list-style-type: none"> ▪ Administer statutes, regulations, and legislation; ▪ Provide expert technical advice; <ul style="list-style-type: none"> ▪ Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies; ▪ Ensure that RAD policies remain consistent with changes in laws, regulations, etc.; 	<p>See Policy Considerations Associated with the Expirations of the Rental Housing Act of 1985 RAD Briefing Memorandum (Ex. 9)</p>	<p>Develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program</p>

<ul style="list-style-type: none"> ▪ Discuss and explain complex code provisions; ▪ Maintain expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA 		<p>operations.</p>
<ul style="list-style-type: none"> ▪ Evaluate new and modified legislation; ▪ Recommend improvements for implementing legislation; ▪ Provide written and oral communications for legal analyses and administrative orders; ▪ Keep the Rent Administrator informed of potentially 	<p>Rent Control Database -Vendor Evaluative Criteria (Ex. 12)</p> <p>Housing Provider Ombudsman Report 2019 (Ex. 13)</p>	<p>Independently, plans, develops and institutes short/long term agency plans and activities, incorporating strategic provisions, as required.</p>

<p>controversial legal and statutory issues;</p> <ul style="list-style-type: none">▪ Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;▪ Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;▪ Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;▪ Navigate issues complicated by		
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<p>conflicting and inconsistent data and changes in regulations, legislation and policies; and,</p> <ul style="list-style-type: none"> ▪ Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner. 		
<ul style="list-style-type: none"> ▪ 3Draft and develop legislation, regulations and policies; ▪ Review, research and apply governing laws regulations, policies and procedures related to compliance; ▪ Conduct legal research to support legal decision making; ▪ Furnish statutory requirements; ▪ Interpret policy and legislative intent; 	<p>Thinking Bigger and Bolder: The Unique Role of the Condominium Sales and Conversion Administration in Maximizing HRA Performance Outcomes for Housing Consumers and Housing Providers: Efficiently Identifying Regulatory Performance Markers in the Production, Preservation and Protection of Affordable Housing in Washington, DC PowerPoint (See Exhibit 5)</p>	<p>Is responsible for overseeing the review, research, and preparation of responses for the Director/Administrator to selected and sensitive, and often confidential inquiries and correspondence</p>

		<p>from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal governments, the media, and those surrounding jurisdictions, members of the private sector, and the general public.</p>

<ul style="list-style-type: none"> • Author determinations based on complex causes of action based on statutory and regulatory provisions; 	<p>Notice of Disapproval of 70% Voluntary Agreement (EX. 1)</p>	<p>Also, represents and speaks for the Director on various complex and sensitive issues.</p>
<ul style="list-style-type: none"> • Appellant earned her Juris Doctorate in 1993 from a law school with ABA accreditation and became a member of the District of Columbia Bar in 1997 	<p>EX. 6 DC Bar Card</p>	<p>Qualifications and Education</p> <p>Juris Doctorate (JD) from a law school accredited by the</p>

		<p>American Bar Association at the time of appointment.</p>
<p>Appellant is a member of the DC Bar Real Estate and Land Use Community Steering Committee and is responsible for events and Continuing Education Programming Appellant is also and elected member of the DC Bar Administrative Law Community Steering Committee.</p>	<p>For information Appellant from DCEN Factory Community Group, which has a letter was submitted to DC (EX. 11)</p> <p>Appellant position has included including in the DC Bar Real Estate Community (EX. 11)</p>	<p>The attorney has been at the prior grade level for at least twelve (12) months preceding the recommendation for promotion.</p>
<p>Appellant is an appointed member of the DC Bar Real Estate and Land Use Community Steering Committee and is responsible for events and Continuing Education Programming Appellant is also and elected member of the DC Bar Administrative Law Community Steering Committee.</p>	<p>DC Bar Website Communities Information (Ex. 11)</p>	<p>The attorney demonstrates specialized expertise or professional distinction.</p>

	Performance Evaluations (Ex. 14)	The attorney demonstrates satisfactory handling of an increasingly more complex workload.

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT
OF HOUSING AND COMMUNITY DEVELOPMENT HOUSING
REGULATION ADMINISTRATION
RENTAL ACCOMMODATIONS DIVISION
1800 MARTIN LUTHER KING AVENUE, S.E. 2ND FLOOR
WASHINGTON, D.C. 20020

430 Missouri, LLC
Housing Provider/Petitioner

**70% VOLUNTARY AGREEMENT
To Effectuate Capital Improvements and
To Establish New Rent Levels
To Effectuate Change In Related Services**

VA 19,002
430 Missouri Avenue, NW.
Multi-Family Unit Housing Accommodation
Ward 4

NOTICE OF DISAPPROVAL OF 70% VOLUNTARY AGREEMENT

Jurisdiction

LAUREN J. PAIR, ESQUIRE, RENT ADMINISTRATOR: The above-captioned matter comes before the District of Columbia Department of Housing and Community Development (DHCD), Housing Regulation Administration, Rental Accommodations Division (RAD), pursuant to Title II of the Rental Housing Act of 1985, D.C. Law 6-10, effective July 17, 1985, (Act), D.C. Official Code Section 2001 ed., as amended, § 42-3501.01, *et seq.*, the D.C. Administrative Procedure Act, D.C. Official Code 2001 ed., as amended, § 2-501 *et seq.*, and the Rules of the Rental Housing Commission, 33 DCR 2656 (May 2, 1986), Title 14 of the *District of Columbia Municipal Regulations*, 2004 ed., as amended, §§ 3800-4399 (Rules).

Findings of Fact

Procedural History

1. 430 Missouri, LLC (Petitioner) filed a proposed 70% Voluntary Agreement Petition (VA) 19,002 with the Rental Accommodations Division (RAD) on February 21, 2019 and a final Voluntary Agreement on March 20, 2019, pursuant to § 42-3502.15 of the Act and § 14-4213 of the Rules, based on certain changes in related services, capital improvements made and to be made at the subject property located at 430 Missouri Avenue, NW (Housing Accommodation) and to adjust the rent levels for all of the stabilized rental units in the housing accommodation.
2. The Housing Accommodation is a multi-family dwelling located in Ward 4, in Square 3261, Lot 0804. The Housing Accommodation is registered as a thirteen (13)-unit apartment building.

3. On January 25, 2019, Petitioner submitted VA 19,002 in its final form to RAD. Specifically, VA 19,002 provides that, in exchange for Petitioner improving the Housing Accommodation consistent with a lease addendum executed by the tenants' consent would be granted for Petitioner's request to increase the rent on each one-bedroom unit to \$1425.00 and the existing one two-bedroom unit to \$2400.00. In consideration for consent to the proposed rent adjustment, the housing provider proposed that consideration in the form of no extra fees for air conditioner usage and "rent protections" for the existing tenants. The rent protection is described as,

....rent for each tenant residing at the Property shall increase annually based on such tenant's rent amount as of the Acquisition Date. The annual rent increases shall be limited to CPI+ 2% for non-elderly and CPI only for elderly tenants and tenants with a disability pursuant to District of Columbia rental housing laws, regardless of whether the rent control statute is subsequently amended to permit greater rent increases for as long as the tenant resides at the Property.

4. The Housing Accommodation is a multi-unit rental accommodation. According to Petitioner, the property consists of 13 rental units: one vacant (2) two-bedroom rental unit and, twelve (12) one-bedroom rental units. A total of three (3) of the rental units are vacant. The petition does not indicate that the Housing Accommodation has been registered with RAD however it appears that the accommodation was registered on February 14, 2019 and given a registration number of LR1900144. No response is included in the petition for inquiry number 6 on page 3 of 11 which asks for the "RAD Registration number of Housing Accommodation:". It is currently licensed as a thirteen (13) unit apartment building with the District of Columbia Department of Consumer and Regulatory Affairs under Business ID/Basic Business License No. 500111300144. A copy of the basic business license is attached to the Petition. There is no RAD Registration form included with the Petition.

5. Petitioner submitted a proposed Petition prior to the March 20, 2019 submission of the signed 70% Voluntary Agreement on February 21, 2019. The tenant Certification of Voluntary Agreement in the Petition contains the printed name, telephone number, signature and date of seven (7) of ten (10) eligible tenants who signed the voluntary agreement. The signatures are executed on two separate sheets. The second sheet contains only one signature, that belonging to Victor Lopez Camacho. Further, there is an 11th signature listed for unit number 103 although the unit is identified as vacant on the proposed rent adjustment schedule. The signature is not completely legible but was reportedly given on March 14, 2019. Seventy percent of eligible tenants signed the voluntary agreement. The Tenants agree to allow Petitioner to increase the rent charged in the following amounts and percentages to result in a new rent charged of \$1425.00 for each rent stabilized one bed room unit and \$2400.00 the single two-bedroom unit to cover the costs of renovations made and to be made to the Housing Accommodation. A total of three (3) units in the housing accommodation are reported as vacant.

Evaluation and Analysis

1. There is no evidence that the Tenants entered the voluntary agreement involuntarily or under duress, harassment or intimidation. There is no record evidence that the signatures of any of the

eight Tenants were obtained by fraud, deceit, or misrepresentation of material facts induced by Petitioner or anyone else.

2. The Petition describes a rent level consideration as, "The annual rent increases shall be limited to CPI +2% for non-elderly and CPI only for the elderly tenants and tenants with a disability pursuant to the District of Columbia rental housing laws, regardless of whether the rent control statute is subsequently amended to permit greater rent increase, for as long as the tenant resides at the Property. The "Benefits to Protect Existing Tenants Statement" is helpful but is not a dispositive explanation of what consideration the tenants agreed to accept since the proposal simply restates the existing law. It is less than clear that the tenants knowingly bargained for the status quo under an informed assumption that there was some benefit to accepting what they may already have for the complete term of their tenancy when there is no imminent threat that the Annual Increase of General Applicability (CPI-W based) will be increased.

3. The Petition also includes a statement indicating no extra fees for Air Conditioner usage. This statement is less than clear since it does not indicate whether the tenants are receiving free cooling systems or not being charged to have installed units in their windows.

4. The Petitioner includes a list of approximately thirty-four (34) possible upgrades. At least twenty-six (26) items on the list are possibly routine maintenance issues or improvements that be done in due course of the housing providers responsibility to insure habitability. The Petitioner indicates that a bike room and storage lockers will be created. Only two items clearly appear to be amenities. Petitioner indicates that improvements for the security of delivered packages might include the installation of enhanced security and cameras. The lack of definitiveness of the statement does not substantiate consideration given.

Description of Consideration	Amenity/Possibly a Consideration but more information needed (A); Cash Value (CV); Possible Pre-Existing Contractual or Statutory Legal Duty and or Routine Maintenance (PLD); Scope Unknown and should be disclosed (U)
<u>Front Door Entry, Security, Exterior Lighting</u> <ul style="list-style-type: none"> • Upgrade and replace front door with secure self-locking/self-closing door as well as aesthetically pleasing door • Program the phone entry system so that it works properly • Provide hard key to the front entrance door to each tenant • Install Exterior lighting at the front door and back door 	 PLD PLD A
<u>Deferred Maintenance/DC Housing Code Violations</u> <ul style="list-style-type: none"> • Repair DC Housing Code violations at the property in common areas and in-units • Repair all deferred maintenance • Items listed on the Repair Survey by a tenant 	 PLD PLD U

<u>Landscaping</u> <ul style="list-style-type: none"> • Upgrade Landscaping • Regular maintenance and upkeep of the planting and grounds 	<p>A PLD</p>
<u>Interior Common Areas</u> <ul style="list-style-type: none"> • Regular Maintenance and Upkeep • Janitorial service to regularly clean the interior of the building • Upgrade mailboxes 	<p>PLD PLD PLD</p>
<u>Windows</u> <ul style="list-style-type: none"> • Repair or replace/upgrade with Energy Star/energy efficient windows throughout the building • Replace and update window screens 	<p>PLD PLD</p>
<u>Laundry Facilities</u> <ul style="list-style-type: none"> • Upgrade Laundry Area • Upgrade and replace equipment • Card or Bluetooth payment capabilities • Repair drainage issues in laundry room sink 	<p>A PLD A PLD</p>
<u>Pest Control</u> <ul style="list-style-type: none"> • Provide building wide intensive extermination upon acquisition in the common areas and in-units • Regular pest control maintenance-monthly or bi-weekly treatments in the common areas and in-units for rodents, insects, roaches, spiders, etc. • Close pest access points within the units by including but not limited to sealing holes and gaps with construction materials e.g. plaster, cement, wood, caulking, etc. 	<p>PLD PLD PLD</p>
<u>Roof and Gutters</u> <ul style="list-style-type: none"> • Replace or repair roof • Repair or replace gutters • Clean gutters regularly • Repair roof issue that crates waterfall from roof onto the back wall and into windows of units 	<p>PLD PLD PLD PLD</p>
<u>Water Incursions</u> <ul style="list-style-type: none"> • Determine and repair water incursion points • Mold/mildew remediation in units and common areas • Repair ongoing leak issues in units 	<p>PLD PLD PLD</p>

<u>Masonry Repair, Site Concrete</u> <ul style="list-style-type: none"> • Masonry restoration/repointing as needed • Site concrete repair as needed • Structural work as needed 	PLD PLD PLD
<u>Exterior Painting</u> <ul style="list-style-type: none"> • Paint common areas-hallways, lobby/mail area and stairways as needed • Exterior painting and trim as needed 	PLD/A PLD/A
<u>Interior Unit Repairs</u> <ul style="list-style-type: none"> • Will work with association to inspect each unit, provide a Repair Survey to each tenant and identify and prepare a scope of work to replace and repair the following as needed: <ul style="list-style-type: none"> ○ Paint interior of units ○ New kitchen cabinets ○ Replace appliances with new energy efficient appliances ○ Re-glaze bathtubs ○ New bathroom vanities ○ Repair and paint bathroom walls ○ Replace/repair floors 	U -(Rent Administrator should be given completed Surveys with Proposed Repairs Agreed to by each Tenant) PLD PLD/A/U PLD/A PLD PLD/A PLD/A PLD/A
<u>Basement</u> <ul style="list-style-type: none"> • Repair drainage issue • Create Bike Room • Create Storage Lockers for tenants 	PLD A A
<u>Fire Safety</u> <ul style="list-style-type: none"> • Install smoke detectors and fire extinguishers in common areas of the building • Install smoke detectors and carbon monoxide detectors in individual units 	PLD PLD
<u>Plumbing</u> <ul style="list-style-type: none"> • Repair plumbing issues 	PLD
<u>Electrical</u> <ul style="list-style-type: none"> • Investigate and repair electrical issues inside apartment and common areas 	PLD
<u>Security Package Area</u> <ul style="list-style-type: none"> • Will work with the tenants to explore a secure area where packages can be retrieved by residents. This may include enhanced security cameras. 	A/U

5. In sum, the Rental Accommodations Division does not know who agreed to what. There is no

indication that the tenants knew the concrete value of all definite or proposed improvements and approximately 76% of the proposed improvements offered as consideration may be property improvements either required by the lease, DC Consumer and Regulatory Affairs Residential Housing Code, The District of Columbia Department of Energy and the Environment or The District of Columbia Fire Marshal.

6. The final proposed 70% Voluntary Agreement between Petitioner and the Tenants broadly describes the improvements to be made to the Housing Accommodation and but does not provide specific costs for each improvement or documentation from a licensed contractor that details the plans, specifications and costs.

7. There is no detailed information indicating Petitioner's rate of return on the rental investment before or after the proposed rent adjustment.

8. Petitioner failed to provide a proper response to questions 6 of the 70% Voluntary Agreement Petition (RAD Form 22 (rev 02/12) where no registration number is listed. Petitioner also failed to answer 10 and 11. The question is related to the most recent DC Consumer and Regulatory Affairs Building -Wide Housing Code Inspection and any applicable Abatement Reports can be obtained by the Petitioner from DC Consumer and Regulatory Affairs.

9. Further;

- a. The Petitioner has failed to provide the date of the last Building -Wide Housing Code Inspection as required. The DC Consumer Affairs Property Information Verification System Database contains no inspection or licensing information for the housing accommodation. The answer, "unknown" to questions 10 and 11 on RAD Form 22 is not responsive.
- b. Questions 12-14 of RAD Form 22 are typically provided in a table format. The response provided, "various" and "varies by unit", are non-responsive.
- c. Question 17 of RAD Form 22 should provide a response for reach eligible unit.
- d. Question 18 of RAD Form 22 cannot be left blank but may require additional pages.
- e. The Petition indicates that tenants will be receiving free storage units. There is insufficient information to determine if storage units were offered as part of the consideration given for consent to the Voluntary Agreement, which tenants will not receive storage units as an incentive and whether some other consideration was afforded in the alternative.

10. Reportedly, the proposed improvement will be made to all units and the stated common areas of the Housing Accommodation. Yet, the description of the housing accommodation upgrades does not include construction timelines, nor does it include any cost information from a licensed contractor detailing plans and specifications.

11. There is no documentation to substantiate that the current and proposed increases are consistent and commensurate with the affordable rent levels for similar housing accommodations located in the Petworth, Manor Park or Fort Totten neighborhoods of Ward 4 in the District as demonstrated by the District of Columbia Housing Authority payment

schedules for Petworth, Manor Park or Fort Totten.

Conclusions of Law

1. Section 14-4213.1 of the Rules allows housing providers and tenants to enter into voluntary agreements to establish new rent levels, to change related services or facilities, or to provide for capital improvements and ordinary maintenance and repairs. Based on the findings above, the Rent Administrator makes the hereinbelow conclusions. The Petitioner initiated 70% voluntary agreement in this matter seeking to increase the rent levels due to capital improvements that were made and will be made in the Housing Accommodation. The multi-family rental housing accommodation is occupied by ten (10) tenants. Eight (8) of these tenants represent 80% of eligible tenants residing in the Housing Accommodation and signed the final voluntary agreement, which was filed with RAD between March 14, 2019 and March 20, 2019 agreeing to the terms of VA 19,002 provided that RAD approves the Petition. As indicated one of the eight signatures appears next to unit #103 that is also identified as vacant.
2. Petitioner executed the Housing Provider Certification pursuant to the rules governing the 70% voluntary agreements, which indicates that Petitioner understands and agrees to the responsibilities and penalties as delineated in the certification.
3. Petitioner generally describes the intended renovations in the Petition but failed to submit supporting documentation from a licensed contractor to substantiate the cost and when the renovations are scheduled to be completed.
4. No documentation was submitted to support a finding that the proposed increased rent levels are consistent with market rent levels for similarly situated housing accommodations in the Petworth, Manor Park or Fort Totten neighborhoods of Ward 4 in the District.
5. RAD concludes that VA 19,002, as submitted, is inconsistent with the goals and purposes of rent stabilization set forth in § 42-3502.02 of the Act and could result in inequitable treatment of the current or future tenants. This determination is based on (1) the vague nature and extent of the voluntary agreement between the parties; (2) the failure to substantiate the need for renovations in the Housing Accommodation; (3) the scope of the improvements as necessary due to normal wear and tear or regulatory requirements; and, which concessions are true consideration or new amenities not required by the lease agreement, District of Columbia Statutes or related regulations and case law.
6. Based on the information submitted by the housing provider, the Rent Administrator concludes that there is insufficient documentation to conclude that VA 19,002, in its final executed form, is consistent with the goals and purposes of the Act and results in equitable treatment of the Tenants.

ORDER

Therefore, it hereby **ORDERED** this _____ that a

ruling on the Petition for Rent Adjustment Based on 70% Voluntary Agreement
19,002 is **DISAPPROVED** until thirty days from the issuance of this order.

During which time the Petitioner may resubmit the Petition to amend and include
documentation and responses consistent with the evaluation and analysis section
of this order. After which, if no amended Petition is received the Petition will be
Denied.

It is **FURTHER ORDERED** that:

Petitioner shall not adjust any rents unless such are approved in a subsequent Order
issued in response to the awaited properly and fully amended Petition and all other
applicable prerequisites for filing adjustments in the rent charged established by
Act and Rules have been
met.

It is **FURTHER ORDERED** that:

This Order is effective immediately.

Right to File Objections to Voluntary Agreement

Petitioner and/or any Tenant may submit written objections to the Order approving the final
proposed version of Voluntary Agreement 19,002 to the Rent Administrator and to the opposing
party within thirty (30) days of receipt of this Order, including Saturdays, Sundays, and legal
holidays and three days for mailing on or before _____, Monday through
Friday 9:00am-3:30 pm. Petitioner and/or Tenant(s) must file objections at:

D.C. Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations
Division 1800 Martin Luther
King Avenue, S.E. Washington,
D.C.20020.

Failure of Petitioner or a Tenant to file a timely objection with RAD may result in the waiver of the right to have a hearing convened before the District of Columbia Office of Administrative Hearings.

LAUREN PAIR, RENT ADMINISTRATOR

D.C. Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division

CERTIFICATE OF SERVICE

Copies to:

430 Missouri, LLC 519 11 th Street, SE Washington, DC 20003	Leslie Allen 430 Missouri Avenue, NW Apt. 204 Washington, D.C. 20011
Daniel Stover 430 Missouri Avenue, NW Apt. 102 Washington, D.C. 20011	Johanna Shreve, Chief Tenant Advocate D.C. Office of Tenant Advocate 2000 - 14th Street, N.W., Suite 300-North Washington, D.C. 20009
Stacia Andre 430 Missouri Avenue, NW Apt. 104 Washington, D.C. 20011	Jennifer Berger, Esq. Legal Counsel for the Elderly 601 E Street, N.W., Suite A-4400 Washington D.C. 20049
Anthony Forte 430 Missouri Avenue, NW Apt. 201 Washington, D.C. 20011	Rob Wohl Latino Economic Development Corporation 231 6 - 18th Street, N.W. Washington, D.C. 20009
Lesley Allen 430 Missouri Avenue, NW Apt. 204 Washington, D.C. 20011	Lizete Cazuza 430 Missouri Avenue, NW Apt. 301 Washington, D.C. 20011
George Mallone 430 Missouri Avenue, NW Apt. 303 Washington, D.C. 20011	Anita Ballantyne Housing Counseling Services 2140 - 17th Street, N.W. Washington, D.C. 20009
Victor Lopez Camacho 430 Missouri Avenue, NW Apt. 203 Washington, D.C. 20011	Gabrielle Campos 430 Missouri Avenue, NW Apt. 101 Washington, D.C. 20011
Jesus Reyes 430 Missouri Avenue, NW Apt. 302 Washington, D.C. 20011	Liberace Wilson 430 Missouri Avenue, NW Apt. 304 Washington, D.C. 20011

license is attached to VA 19,011. A copy of Certificate of Occupancy Permit No. [REDACTED] reflecting an occupancy load of eighteen (18) units is also attached.

4. The housing accommodation was also registered with the Division on October 19, 2019.

5. Petitioner submitted a proposed Voluntary Agreement on October 7, 2019 and subsequently submitted VA 19,011 in its final form to the Division on November 14, 2019. Specifically, VA 19,011 provides that, in exchange for the owner improving the Housing Accommodation, tenants agree in relevant part to allow the owner to increase the rent on each unit to:

- i. \$3,500.00/month for each of twelve individual one bedroom units (currently renting for a minimum of \$1365.00/month and a maximum of \$1600.00/month); and,
- ii. \$5000.00/month for each of six individual two bedroom units (currently renting for a minimum of \$1407.00/month and a maximum of \$1,950.00/month).

These proposed rent adjustments would result in a minimum increase of 100% and a maximum increase of 255.37%.

6. There is no evidence implying that the tenants and the petitioners do not agree to terms expressed in the related, "Assignment and Assumption of Association Contract and Sale Law Right and Tenant Rights Development Agreement".

7. Qualified Tenants (tenants in possession of unit as of September 1, 2019) were promised the following concessions. **Those that are immeasurable are denoted with an asterisk (*)**:

Common Area Improvements

Lobby Renovation

Hallways Renovations

Stairwell Renovations

New Awning

Common Area Redecoration

Improved Quality of Property Management Services

Regular lobby and hall cleaning

Regular pest control

Increase[d] resident satisfaction*

Increase[d] communication*

Focus on building community*

Additional Immediate Repairs Initiated within Ninety Days of Acquisition

Replace building hot water heater with more efficient and better performing unit

Continuous pest control

Other Management Improvements and Benefits- Additional Common Area Improvements (May Include But Not Limited to)

Installation of New Mailboxes
Installation of package system
Installation of electronic building entry system
Improved lighting in common area
New paint, decorations lighting fixtures, etc. in lobby
Restored hallways
Exterior and common area lighting
Video cameras for entry point and lobby
Exterior Landscaping
Energy efficient lighting and features
Improved quality of life*
Professional common area cleaning service
Quality pest control services
Responsive and experienced maintenance teams
Uniformed maintenance personnel
Resident website portal for payment, payment history and repairs
24-hour emergency maintenance

Exhibit F-Developer Alterations

Lobby Refurbishment
Hallway Paint and Skim
Hallway Baseboard and Drywall
Demo and Tile Installation*
Security Systems
Fire/Life Safety Upgrades
Plumbing Upgrades*
Building and Water Heater Upgrades
Landscaping Upgrades*
FF&E Upgrades*
Roof Repairs

Rent Level Protections

- a. Non-Elderly or Non-Disabled Qualified Tenants were promised increases, "Limited to annual CPI based increases (CPI=2%) only for the entire tenancy, or whatever lower rent increases are provided under any new law/regulation with respect to that formula; and,
- b. Elderly and Disabled Tenants were promised rent increases, "Limited to annual CPI based increases only for the entire tenancy, or whatever lower rent increases are provided under any new law/regulation with respect to that formula.

All items listed in bold appear to be repetitive and all items followed by an asterisk are ambiguous beyond construction by future judicial remedy as stated and can not meet the standard of an agreed concession.

8. The forty-two “concessions” offered are best capsulized in the following graph which divides the “concessions” into five categories. The categories are:

- i. Legitimate negotiated concession/consideration for consent
- ii. Repetitive language containing improvements that are not properly distinguished from improvements required by District of Columbia housing condition laws and/or International Housing Code Standards
- iii. Indefinite terms not meeting the standard of an agreed term due to subjectivity or inability to enforce
- iv. Indefinite terms due to parenthetical statement including the words, “may include”; and,
- v. Alleged Rent Level Protection Terms possibly improperly identified as concessions because they mirroring existing statutory rights.

(See Rental Accommodation Division Analytical Chart)

9. As a result- although the Voluntary Agreement lists forty improvements and two alleged rent protection considerations, the Voluntary Agreement contains only nine clear concessions. They are as follows:

1. New Awning
2. Common Area Redecoration
3. Renovation of lobby, stairwells and hallways
4. Replacement of the Hot Water Heater*
5. Uniformed Maintenance Personnel
6. A Resident Website Portal for Payment, Payment History and Repairs
7. Professional Common Area Cleaning Service
8. Demo & Tile (location not identified)
9. Security System (type, quality and location not identified)

10 *It is also important to note that the Rental Accommodation Division Registration/Claim of Exemption Form (RAD Form 1) indicates that hot water is an include service thereby nullifying the inclusion of replacement of the hot water heater as a concession and resulting in only eight actual concessions.

11. The consenting tenants have signed and thereby certified that the agreement was entered into voluntarily and that no form of duress, fraud or coercion was imposed by the housing provider or any fellow tenant.

12. Fourteen (14) rental units are occupied by residential tenants and there are four (4) vacancies at the time Petitioner filed the final 70% voluntary agreement with the Division. Thirteen (12) tenants indicated that they agreed with the terms of the voluntary agreement. ([REDACTED]’s signature was presented twice.) Therefore 85% of the tenants agreed with the terms of the voluntary agreement.

13 The final version of VA 19,011 did not provide responses for the following questions on the 70% Voluntary Agreement Petition (RAD Form 22 (rev 02/12):

- i. The name of the Housing Accommodation, if applicable. The Petitioner failed to respond "not applicable" or "N/A". (Question 5)
- ii. The RAD registration number provided on October 1, 2019. (Question 6)
- iii. The date of the last building-wide housing code inspection. (Question 10)
- iii. The date of the last building wide abatement report, if applicable. (Question 11)
- iv. The date(s) of the last CPI-W annual automatic increase in the Rent Charged. (Question 12)
- v. A copy of a report from a licensed contractor detailing the intended renovations (i.e., scope and as applies to each rental unit), cost and expenses).

It is imperative that there be no blank responses on the Petition and statements of non-applicability must be noted where appropriate by the Petitioner. All other response should be consistent with additional documents provided for the petition or information available to the petitioner from the seller or a government agency.

14. All tenant names, phone numbers and date of certification are clear and legible except those noted below:

- i. The phone number for [REDACTED] in unit 31 cannot be read in entirety;
- ii. The date of the signature for [REDACTED] in unit 42 is not clear. The date for the day of the month cannot be discerned; and,
- iii. The check mark for [REDACTED] in unit 24 is in both the agree and disagree column.

15. Petitioner's Exhibit B listing the qualified tenants is illegible due to font size.

16. Petitioner's Exhibit D, the Relocation Agreement, contains multiple terms that are not completed and there is no information identifying which, if any tenants elected to execute the relocation agreement.

17. Petitioner included an attachment identified as, "CALCULATION". The attachment contains no information related to the net income for the building and simply states that the property was purchased on 9/26/19 as if the previous owner's net income on the building is irrelevant. The document also gives no information related to the current rate of return.

18. The Petitioner included a list of three alleged rental unit comparable for units at the following addresses:

- 2701 Calvert Street, NW (built in 2002 in 20008 zip code- Woodley Park)
- 1640 16th Street, NW (built 2001 in 20009 zip code) Kalorama/Logan Circle)
- Sedgwick Gardens 3726 Connecticut Avenue, NW (built in 1932 zip code 20008 Cleveland Park)
- The Kennedy Warren, 3133 Connecticut Avenue, NW (built in 1931 zip code 20008 Cleveland Park)
- 2900 Connecticut Avenue, NW (built in 1921 zip code 20008 Woodley Park)

The information includes the square footage of the respective units. However, the petitioner has not included information related to the square footage for the Cleveland Park units built in 1923 at [REDACTED], Washington DC 20008. for comparison purposes. Nor has the Petitioner provided information related to the related features or included services or appliances of the alleged comparable units.

19. The Petitioner failed to include a scope of work including a cost estimate and timeline from a licensed contractor to demonstrate repairs validating an increase in rents.

20. While the Assignment and Assumption of Association Contract and Sale Law Rights and Tenant Rights Development Agreement states that tenants maybe relocated for repairs, there is no indication of which repairs may require that tenants temporarily relocate, a timetable for the scope of work or a list of the tenants who may be impacted. (See, Assignment and Assumption of Association Contract and Sale Law Rights and Tenant Rights Development Agreement (G)(10)(B) at page 6)

21. No cost estimates were provided for any repairs, new amenities or related services.

Evaluation and Analysis

Material Terms Must Be Properly Enumerated and Stated with Clarity

The terms of a contract must be definite enough that a court can identify the obligations that it should enforce. *Rosenthal v. Nat'l Produce Co.*, 573 A.2d 365, 369-70 (D.C. 1990) (quoting 1 A. Corbin, *Corbin on Contracts* § 95, at 394 (1963)) The Voluntary Agreement is a contract between private parties. An enforceable contract is one formed absent of defense. The theories of defense to a contract formation are as follows:

- indefiniteness,
- mistake,
- misrepresentation, nondisclosure, duress and undue influence,
- unconscionability,
- the statute of frauds,
- lack of capacity; and,
- illegality

There is no evidence that any party to Voluntary Agreement 19,011 lacks capacity. Nor are there issues generating from the statute of frauds. Finally, no relevant elements of mistake, duress or undue influence are evident.

However, several of the forty-two “concessions” are too indeterminate and too immeasurable for a court to fill in the missing material terms or create an appropriate remedy in the event of an alleged breach of the Voluntary Agreement. The test of whether a court can “fill in the blanks” by inference is defeated by six separate lists of concession located in different parts of the voluntary agreement. The lists have the following names and contain the following broad renovation concessions and rent level considerations:

Common Area Improvements

- Lobby Renovation
- Hallways Renovations
- Stairwell Renovations
- New Awning
- Common Area Redecoration

Improved Quality of Property Management Services

- Regular lobby and hall cleaning
- Regular pest control
- Increase[d] resident satisfaction*
- Increase[d] communication*
- Focus on building community*

Additional Immediate Repairs Initiated within Ninety Days of Acquisition

- Replace building hot water heater with more efficient and better performing unit
- Continuous pest control

**Other Management Improvements and Benefits- Additional Common Area Improvements
(May Include But Not Limited to)**

- Installation of New Mailboxes
- Installation of package system
- Installation of electronic building entry system
- Improved lighting in common area
- New paint, decorations lighting fixtures, etc in lobby
- Restored hallways
- Exterior and common area lighting
- Video cameras for entry point and lobby
- Exterior Landscaping
- Energy efficient lighting and features
- Improved quality of life*
- Professional common area cleaning service
- Quality pest control services
- Responsive and experienced maintenance teams
- Uniformed maintenance personnel
- Resident website portal for payment, payment history and repairs
- 24-hour emergency maintenance

Exhibit F-Developer Alterations

- Lobby Refurbishment
- Hallway Paint and Skim
- Hallway Baseboard and Drywall
- Demo and Tile Installation*

Security Systems
 Fire/Life Safety Upgrades
 Plumbing Upgrades*
 Building and Water Heater Upgrades
 Landscaping Upgrades*
 FF&E Upgrades*
 Roof Repairs

Rent Level Protections

- a. Non-Elderly or Non-Disabled Qualified Tenants were promised increases, “Limited to annual CPI based increases (CPI=2%) only for the entire tenancy, or whatever lower rent increases are provided under any new law/regulation with respect to that formula; and,
- b. Elderly and Disabled Tenants were promised rent increases, “Limited to annual CPI based increases only for the entire tenancy, or whatever lower rent increases are provided under any new law/regulation with respect to that formula.

Several of the forty-two (42) items above are vague and repeated throughout the list as demonstrated on the Rental Accommodation Division Analytical Chart. The chart demonstrates that only nine (9) items can be identified as terms identifying actual consideration. Hence, the majority of items are:

- I. Repetitive repair statements naming improvements that are not properly distinguished from each other
- II. Required by District of Columbia housing condition laws and/or International Housing Code Standards
- III. Indefinite terms not meeting the standard of an agreed term due to subjectivity
- IV. Potentially Unenforceable indefinite terms due to parenthetical statement including the words, “may include” implying that the Petitioner has the discretion not to complete the repairs; and,
- V. Finally, alleged rent level protection terms possibly improperly identified as concessions because they’re mirroring of existing statutory rights. (See Group 1 s versus Group II, III, IV and V).

This indefiniteness is the preface for genuine disputes of material fact and creates a circumstance where construction is futile defeating any reasonably certain basis for identifying an appropriate judicial remedy. An enforceable contract exists only if there is agreement as to all material terms. (See, *Jack Baker, Inc. v. Office Space Dev. Corp.*, 664 A.2d 1236, 1238 (D.C. 1995); (See also *Thames River Recycling, Inc. v. Gallo*, 50 Conn. App. 767, 720 A.2d 242, 251) where vagueness of expression, indefiniteness and uncertainty as to any of the essential terms of an agreement, have often been held to prevent the creation of an enforceable contract.; see also *Herbert S. Newman & Partners v. CFC Constr. Ltd. Partnership*, 236 Conn. 750, 674 A.2d 1313, 1322 (Conn. 1996) (stating there is no mutual assent to an accord when the parties disagree as to payment terms).

Misrepresentation of Material Fact

The comparable provided to the Rent Administrator and the tenants contain elements of misrepresentation since three of the five properties are in communities outside of Cleveland Park and the two alleged comparable properties located in Cleveland Park the same community as [REDACTED] are large housing accommodation with vastly more significant architectural value and history. Further, two of the comparable offered to justify the rent increase were built within the last eighteen years. Finally, the comparable information provided only includes the square footage for the units not located at [REDACTED] Washington DC 20008 thereby defeating any attempt to create a present or future rental value analogy between [REDACTED] and the inappropriate comparisons properties.

On December 12, 2019 the website for the Kennedy-Warren building listed the following amenities:

Building Amenities	Standard Apartment Amenities
BBQ/Picnic Area	Air Conditioner
Courtyard	Cable Ready
Covered Parking	Dishwasher
Elevator	Disposal
Free Weights	Microwave
Group Exercise	Fireplace
High Speed Internet	Gas Range
On-Site Maintenance	High Ceilings
On-Site Management	Hardwood Floors
Package Receiving	Refrigerator
Playground	Elegant Kitchens with Lots of Upgrades
Pool	Refrigerator
Public Transportation	Washer/Dryer
Recycling	Large Closets
Short Term Lease	Semi-Private Elevators
Sundeck	In-Home Package Delivery
Pet Friendly	
Historic Building	
Door Attendant	
The Kennedy-Warren Club	
Health Club	
Heated Indoor Pool	
Business Center	
Resident Lounge	
Rooftop Sundeck	
KW Little Store	
Salon Gerard	
Sauna	

Concierge	
Garage Parking	
Heating	
Convection Oven	
Oven	
Park	
24-Hour Maintenance	
Dry Cleaning Drop-Off	
Online Maintenance Portal	
Online Rent Payment	
Online Rent Payment	
Bike Racks	

The above building and unit amenities are in no way equivalent to the current or proposed amenities for [REDACTED], NW Washington DC 20008 and therefore can not be seen as a reasonable comparable housing accommodation for any purposes, regulatory or otherwise.

It is procedurally unconscionable for the Rental Accommodation Division to approve a voluntary agreement absent clear calculations related to the scope of work demonstrating a justification for the proposed rent increases typically supported by legitimate rental market unit comparables.

Non-Disclosure of Material Terms

Finally, the absence of estimation of cost and scope of work documentation from a contractor or architect defeats the notion that there was a meeting of minds between the tenants and the owner with respect to the scope or repairs as a benefit garnered for their consent to the agreement.

Conclusions of Law

1. §14-4213.1 of the District of Columbia Municipal Regulations allows housing providers and tenants to enter into voluntary agreements to establish new rent levels, to change related services or facilities, or to provide for capital improvements and ordinary maintenance and repairs. Based on the findings above, the Rental Administrator makes the hereinbelow conclusions.

2. § 14-4213.1 of the District of Columbia Municipal Regulations allows housing providers and tenants to enter into voluntary agreements to establish new rent levels, to change related services or facilities or to provide for capital improvements and ordinary maintenance and repairs or renovate and upgrade the housing accommodation.

3. § 14-3903 of the District of Columbia Municipal Regulations provides that the Rent Administrator may refuse to accept for filing or may dismiss a petition if it is not properly filed, if it is not accompanied by documents where required or if it is not prepared in accordance with the instructions of the Rent Administrator.
4. § 14-4213.19 of the District of Columbia Municipal Regulations provides that the Rent Administrator may disapprove a voluntary agreement that has been approved by seventy percent (70%) of the tenants only in the following circumstances:
 - (a) If all or part of the tenant approval has been induced by duress, harassment, intimidation or coercion;
 - (b) If all or part of the tenant approval has been induced by fraud, deceit or misrepresentation of material facts; or
 - (c) If the voluntary agreement contradicts the provisions of § 102 of the Act or results in inequitable treatment of the tenants.
5. Compelling documents were not submitted to support a finding that the proposed increased rent levels are consistent with market rate rent levels for similarly-situated housing accommodations in the Cleveland Park neighborhood of Ward 3.
6. The various lists constituting the Petitioner's consideration offered to the tenants for their consent are repetitive, ambiguous, indefinite, and contain terms that are less than distinct from the tenants existing and possibly future statutory rights. This deficiency is further complicated by the failure of the Petitioner to include a scope of work with estimated costs from a building contractor or architect.
7. The heedlessness preparation of the Petition is further evidenced by:
 - A. The submission of one tenant's election twice on two separate certification pages;
 - B. The illegibility of Exhibit B, a list of qualified tenants;
 - C. Exhibit F, a list of "Developer Alterations" not listed with the "Summary of Management Improvement/Benefits or Scope of Work and Timing of Work" creating a maze of statements that may or may not constitute proposed levels of relates services or facilities for which the Petitioner will be bound to deliver;
 - D. Unfounded Real Estate Rental Unit Comparable;
 - E. Non-responsive statements to several questions on the Voluntary Agreement Petition form; and,
 - F. Several areas of the illegible information on the Certification of Voluntary Agreement forms.
8. The complexity of errors, omissions combined defeat the option of a conditional approval due to the obligation of the Rent Administrator to assure that tenant approval was not garnered by:
 - A. Any ambiguity of the limited material terms due to the fragmented, redundant and nebulous statement of improvements

- B. Misrepresentation of material fact as it relates to current comparable units; and,
- C. The non-disclosure of a material term as to the monetary value of the proposed improvements and alleged rent level adjustments in the present or future.

As a reminder, the Rent Administrator is charged with ensuring that tenants were equitably treated. In this instance, it cannot be found that VA 19,011 constitutes written notice describing in detail the proposed rent charged that would be established the proposed changes in relates services or facilities and the proposed capital improvements and ordinary maintenance and repairs pursuant to §4213.3.

9. Based on the information submitted by the Petitioner, the Rent Administrator concludes that VA 19,011, in its current executed form is severely deficient and the volume and magnitude of such deficiencies obscure the option of a conditional approval for amendment due to their impediment in demonstrating a meeting of the minds between the Petitioner and the tenants. Hence, pursuant to DCMR §14-3903.4(a)(c) and(d)the Rent Administrator must dismiss this petition.

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ORDER

Therefore, it is hereby **ORDERED** on this _____ that:

70% Voluntary Agreement Petition Number 19,011 is **DISMISSED WITHOUT PREJUDICE** pursuant to § 14-3903 of the District of Columbia Municipal Regulations.

It is **FURTHER ORDERED** that:

This Order is effective immediately.

Right to File Objections to Voluntary Agreement

Petitioner and/or any tenant may submit written objections to this Notice of Dismissal of 70% Voluntary Agreement 19,011 to the Rent Administrator and to the opposing party within thirty (30) days of receipt of this Notice, including Saturdays, Sundays, and legal holidays, and three (3) days for mailing, on or before _____.

Mondays through Fridays, 9:00 a.m.–3:00 p.m. Petitioner and/or tenant(s) must file objections at:

D.C. Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020

Failure of Petitioner or a tenant to file a timely objection with the Division may result in the waiver of the right to have a hearing convened before the District of Columbia Office of Administrative Hearings.

LAUREN PAIR, ESQUIRE

RENT ADMINISTRATOR

DC Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division

Copies to:

[REDACTED]

Petitioner

[REDACTED]

Silver Spring, MD 20904

[REDACTED]

[REDACTED], PC

1620 L Street, NW

Suite [REDACTED]

Washington, DC 20036

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 6
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 31
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 20
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 33
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 21
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 34
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 22
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 40
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 24
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 41
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 30
Washington, D.C. 20002

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 42
Washington, D.C. 20002

[REDACTED]

D.C. Office of the Tenant Advocate
2000 14th Street, N.W., Suite 300-North
Washington, D.C. 20009

[REDACTED]

3624 Connecticut Avenue, NW
Apartment 44
Washington, D.C. 20002

[REDACTED]

[REDACTED]

[REDACTED]
2140 17th Street, N.W., Suite 100
Washington, D.C. 20009

[REDACTED]
641 S Street, N.W.
Washington, D.C. 20009

[REDACTED]
Legal Counsel for the Elderly
601 E Street, N.W., Suite A-4400
Washington, D.C. 20049

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the Notice of Conditional Approval of 70% Voluntary Agreement was sent by U.S. First Class Mail on _____, to the above-listed parties.

September Abraham, Certifying Party
Tel. (202) 442-9505

Ex 2.

Butler-Truesdale, Tonya (DHCD)

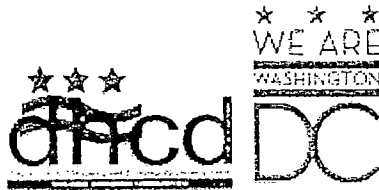
From: Butler-Truesdale, Tonya (DHCD)
Sent: Wednesday, February 07, 2018 4:53 PM
To: Wiley, Julia (DHCD)
Cc: Slade, Ray (DHCD)
Subject: 2530-2532 Park Place SE loan commitment letter.jw edits after followup with R Slade.docx
Attachments: 2530-2532 Park Place SE loan commitment letter.jw edits after followup with R Slade.docx

Greetings Julia:

Attached you will find the Final of the 2530 Park Place LOC. I have made the changes you instructed and also incorporated the changes warranted after my brief conferences with Mr. Slade. Although I am on leave I will monitor for further instructions at approximately noon on Thursday and Friday. I am also sending you the markup version since prior finals sent to you could not be opened or edited.

Thank you for the opportunity.

Tonya
Tonya M. Butler-Truesdale
District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
(p) 202-442-7214 | (f) (202) 727-0154
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>





GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



Mr. Avram Fechter,
Principal
BCC Preservation Fund I LLC
1651 Old Meadow Road, Suite 305
McLean, VA 22102

**Re: Conditional Commitment for a \$900,000.00 Housing
Production Trust Fund Loan from the District of
Columbia Department of Housing and Community
Development to BCC Preservation Fund I LLC to
Partially Fund the Acquisition Critical Repairs of
Property located at 2530-2532 Park Place, SE,
Washington, DC**

Dear Mr. Fechter:

The District of Columbia, acting by and through the Department of Housing and Community Development ("DHCD" or "Lender"), is pleased to provide BCC Preservation Fund I LLC, (the "Borrower"), a District of Columbia limited liability company, with a 90-day conditional commitment (the "Commitment"), for a loan in a total amount not to exceed \$900,000.00 (the "Loan"). The Loan proceeds will provide partial funding for the acquisition cost and critical repairs of certain real property and improvements located at **2530-2532 Park Place, SE, Washington DC**, (collectively referred to as the "Property"), more particularly described in **Exhibit A**, annexed hereto and made a part of this Commitment.

Please note that this offer of a Commitment will expire if you have not accepted the offer by 4:45 p.m. of the tenth business day after the date of this letter. If you accept DHCD's offer, the Commitment will be good for a period of ninety (90) calendar days from the date of Borrower's written acceptance of this letter.

The specific provisions of the proposed funding are as follows:

I. PARTIES

Lender: District of Columbia, a municipal corporation, acting by and through the Department of Housing and Community Development
1800 Martin Luther King Avenue, SE
Washington, D.C. 20020

Borrower: BCC Preservation Fund I, LLC
c/o Mr. Avram Fechter, Principal
1651 Old Meadow Road, Suite 305
McLean, VA 22102

II. PURPOSE:

The Loan proceeds shall be used solely: (1) to provide partial acquisition financing for the Property Portion”, and (2) to fund critical repairs of the Property. Of the twenty-one (21) residential units in the Property, six (6) units shall be reserved for and rented exclusively to Extremely Low Income Households with income at or below 30% of the Area Median Income (“AMI”). The remaining fifteen (15) units shall be reserved for Very Low Income households with income at or below 50% of the AMI.

III. FUNDING SOURCE: Loan funds shall be obtained from the Housing Production Trust Fund (“HPTF”) Program authorized by the Housing Production Trust Fund Act of 1988, D.C. Law 7-202, D.C. Official Code Section 42-2801 *et seq.* (2012 Repl. and 10 District of Columbia Municipal Regulations (“DCMR”) Chapter 41, both as may be amended from time to time and collectively referred to herein as the “HPTF Statutes”.

IV. LOAN AMOUNT: The principal Loan amount shall not exceed Nine Hundred Thousand Dollars (\$900,000.00).

V. LOAN TERM AND AMORTIZATION PERIOD: The term of the Loan shall be forty (40) years and the amortization period shall commence upon disbursement of the funds.

VI. INTEREST RATE: Interest shall be charged at the rate of: three percent (3.0%) per annum from Loan Closing through the Loan Term.

VII. LOAN REPAYMENT AND SECURITY:

- a. Repayment: The loan shall be payable in annual installments paid out of seventy-five percent (75%) of available cash flow as described below.
- b. Throughout the Loan Term, Borrower's payments shall be applied first to accrued and unpaid interest. All accrued and unpaid interest and unpaid Loan principal shall be due and payable in full at the end of the Loan Term or the date of termination of the Loan. The Loan shall automatically terminate on the sale or refinancing of the Property or transfer of the Property to another entity without the prior written approval of the Lender.
- c. The Loan may be prepaid at any time without penalty.
- d. Any and all reserve funds not expended at the time of refinancing shall be used to pay down DHCD's principal mortgage balance.
- e. "Available Cash Flow" shall be defined herein to mean the sum of:
- (i) all cash received from rents, lease payments and all other sources, but excluding (a) tenant security or other deposits (except to the extent forfeited to the Borrower), (b) capital contributions and interest thereon (other than if used to pay for an item deducted in determining available cash), (c) proceeds from capital transactions, and (d) interest on reserves not available for distribution; and
 - (ii) the net proceeds of any insurance, other than fire and extended coverage and title insurance, to the extent not used for rebuilding the Project, less the sum of (a) all cash expenditures, and all expenses, fees and charges unpaid but properly accrued, which have been incurred in the operation of the Project (whether or not such expenditure is deducted, amortized or capitalized for tax purposes), including the management fee to the management agent and asset management fees, (b) all payments on account of the first trust loan ("Senior Loan") on the Property from Local Initiatives Support Corporation (LISC) ("Senior Lender"), (c) any cash reserves required by the Senior Lender's loan documents, and (d) payments on the Deferred Developer's Fee that have been pre-approved by the Senior Lender and the Lender.

If after making the calculation of Available Cash Flow, Borrower determines that any payment of accrued interest or principal that is due and payable on the Loan cannot be made in whole or in part, the Borrower shall notify the Lender in writing, along with an interim Profit and Loss Statement, showing evidence of a deficiency in funds.

VIII. COLLATERAL: The Loan shall be secured by a second deed of trust and financing statements on the Property.

IX. LOAN DISBURSEMENT: a. Eight Hundred and Sixty-Five Thousand Dollars (\$865,000.00) will be disbursed at closing to partially fund the Property acquisition, and the balance of Thirty-five Thousand Dollars (\$35,000.00) will be made available on a draw or requisition basis to reimburse the costs of critical repairs.

b. Lender reserves the right, prior to making any disbursement of Loan funds for critical repairs, to:

- Inspect the work performed for which a disbursement is sought or otherwise inspect the condition of the Property;
- Require a certificate of satisfaction and release of lien from the general contractor and major subcontractors acknowledging receipt of payment for prior critical repair work performed and paid out of prior Loan disbursements;
- Require a title report or title update on the Property so that Lender can be assured that Borrower has kept current on all of its obligations that could jeopardize Lender's security interest in the Property by resulting in a lien being placed against the Property;
- Require the Borrower to pay off or otherwise cure any existing liens on the Property that Lender has been made aware of and that have not been approved by the Lender;
- Limit critical repair draws to no more than once per month; and
- Require an update on Borrower's good faith efforts to comply with the Affirmative Action Plan for this Loan.

c. Critical Repair Progress Reports. Borrower shall submit to the Lender a critical repair progress report with each draw request, to include a description of work planned for the following draw, and significant Project issues and the proposed resolution of such issues.

X. LOAN DOCUMENTS:

a. Loan Agreement. The contractual agreement between the Lender and Borrower setting forth the specific terms and conditions under which the Lender is making this Loan and under which the Borrower agrees to be bound. In the event of a conflict between the terms of the Loan Agreement and any other Loan Document, the Lender, in its sole discretion shall determine which document controls.

b. Second Deed of Trust. Securing Lender's second lien position against

the Property and securing Borrower's promise to abide by the requirements of the Loan as set forth in the Loan Documents.

c. Second Deed of Trust Note. Evidencing the Loan in the amount of Nine Hundred Thousand Dollars (\$900,000.00) and Borrowers commitment to repay the Loan, in accordance with the terms of the Second Deed of Trust Note.

d. Financing Statements. Securing the Lender's second priority position in the fixtures, furniture and personal property to be placed on the Property. The financing statements shall be recorded in the District of Columbia land and chattel records as appropriate.

e. Declaration of Covenants and Rent Regulatory Agreement. An agreement between the Lender and the Borrower setting forth the maximum rent levels allowed for all of the Reserved Units for a period of at least forty (40) years from the date that the Project receives a Certificate of Occupancy from the District of Columbia. This agreement shall be recorded against the Property as a real covenant running with the land.

f. Commitment. This Conditional Commitment, setting forth the Lender's conditional commitment to make the Loan to Borrower, subject to the satisfaction of the conditions set forth herein.

g. Other Loan Documents. Any other documents required by Lender from Borrower, as a condition precedent to disbursing the Loan funds or to evidence or secure this Loan.

XI. CONDITIONS PRECEDENT TO LOAN CLOSING:

a. Current Taxes. Borrower shall provide satisfactory evidence to DHCD that all due and applicable federal and local taxes affecting said Borrower, its partners, parent, subsidiaries, affiliates, successor or assigns, are current as of the Loan Closing.

b. Environmental Review. The Loan may be subject to the compliance and environmental review requirements prescribed under 24 CFR part 58. If applicable, , Loan funds shall not be obligated or expended until completion of the environmental review, a determination of eligibility and U.S. Department of Housing and Urban Development ("HUD") approval of the release of funds.

c. Corporate/Organizational Documents. Borrower shall submit details of the composition of the limited liability company, limited partnership, the general partner and the limited partners. Borrower shall submit details of the composition of the general partner, or its managing

member, as applicable. Borrower shall submit for itself and each of its managing entities current certificates of organization, good standing certificates, operating agreements, partnership agreements, corporate governance documents and a Borrowing Resolution authorizing Borrower to enter into this Loan. All certificates and documentation shall be accurate and current to within sixty (60) days of the Loan Closing.

d. Insurance.

(i) A commitment for title insurance to be issued at Loan Closing for the benefit of the Lender in the principal amount of the Loan, showing title to the Property to be free and clear of liens and encumbrances, except those accepted in writing by the Lender, and insuring the Lender's second lien position on the Property.

(ii) Borrower and Borrower's general contractor shall have the necessary workers' compensation insurance, auto insurance and any other type of insurance that would be commercially reasonable to require for a Project of this type.

e. Opinion of Counsel Letter. Borrower shall submit a written opinion ("Opinion") of the attorney for the Borrower and the underlying management entities controlling the Borrower, stating that the Borrower and the underlying management entities controlling the Borrower:

- Are validly organized, existing and authorized to do business in every jurisdiction in which the nature of its business or its properties make such qualification necessary;
- Have the full authority and legal right to carry out the terms of the Loan Documents and all documentation required hereunder to be executed by Borrower; and
- Have taken all actions to authorize the execution, delivery and performance of the Loan Documents.

The Opinion shall further state that none of the aforesaid actions, undertakings or agreements violates any restriction, term, condition or provision of the organizational documents of Borrower and its underlying management entities. The written opinion of Borrower's attorney shall identify the Loan Agreement by name and Loan number, if available, and counsel shall specifically identify the documents upon which his/her opinion is based.

f. Labor Standards and Affirmative Action. Borrower shall have submitted and the District of Columbia Office on Human Rights shall have reviewed and approved an Affirmative Action Plan ("AAP"). The Lender reserves the right, prior to making any disbursements of Loan to

require an update on Borrower's good faith efforts to comply with the Affirmative Action Plan for this Loan

- g. First Source Agreement – Borrower must execute a SBE Subcontracting Statutory Requirements Acknowledgment Form with the DC Department of Small and Local Business Development (DSLBD). The SBE Acknowledgment affirms that a government assisted project is subject to the SBE requirements mandated by the Small, and Certified Business Enterprise Development and Assistance Amendment Act of 2014, D.C, Law 20-108; D.C. Official Code § 2-218.01 et seq. The Borrower shall enter into a First Source Agreement with DSLBD for the Project as a condition precedent to Loan Closing.
- h. DC Apprenticeship Council Requirement – Any company to whom the Borrower awards a single contract, or multiple contracts within a 12 month period, that totals more than \$500,000.00 or more, is required to register with the D.C. Apprenticeship Council and report the registration number to DHCD.
- i. Green Building Requirements of the Green Building Act of 2006, as may be amended, D.C. Law 16-234, D.C. Official Code §§ 6-1451.01 et seq. Evidence of registration for Green Communities Criteria (“GCC”) with Enterprise Community Partners is a condition precedent to closing.
- j. Site Control. Borrower shall provide Lender with written evidence, satisfactory to Lender, of Borrower's ownership or site control of the Property.
- k. Licenses and Permits. Borrower shall submit evidence demonstrating that Borrower has obtained the proper business licenses and permits, including construction permits, required by the District of Columbia or any other applicable governmental authority to complete the Project.
- l. Evidence of Zoning. Borrower shall submit written evidence that the Property has been zoned for purposes consistent with the uses contemplated in the Commitment beyond any possibility of appeal; further, that there is no pending proceeding, administrative, legislative or judicial, which would in any manner adversely affects the status of the zoning with respect to such Property or any part thereof.
- m. Certificate of Good Standing. Borrower and its underlying management entities shall submit a Certificate of Good Standing for Borrower from the DC Department of Consumer and Regulatory Affairs, Corporations Division, current to within sixty (60) days of the Loan Closing.
- n. Audited Financial Statements. Borrower and Borrower's management entities shall provide current audited financial statements for the most recent fiscal year prior to Loan Closing.
- o. Additional Financing Borrower shall not incur any additional mortgage indebtedness, to include refinancing, without the express written consent of the Lender.

XII. AFFIRMATIVE COVENANTS:

a. Financial Statements and Reporting Requirements.

1. Throughout the duration of the Loan, Borrower shall submit to Lender audited annual financial statements for the Borrower no later than 120 days after the close of Borrower's fiscal year. Audits shall be conducted in accordance with Generally Accepted Accounting Principles (GAAP) standards by a District licensed professional accounting firm. Financial statements and other evidence necessary to substantiate, to Lender's satisfaction, any shortfalls in Available Cash Flow that results in the Borrower not making any payment of accrued interest or principal that is due in accordance with the terms of the Loan.
2. Borrower shall maintain complete and accurate financial books and records and documentation of all expenses incurred in connection with the Project. Borrower shall adhere to the accounting and audit requirements of GAAP.
3. Borrower shall permit all inspections of the Property and property records as Lender deems necessary to ensure the quality of the Project and compliance with District and federal laws.
4. Borrower shall maintain accurate records of the rent roll and rent levels for the Reserved Units, updated on a monthly basis and available for inspection by Lender throughout the Loan Term.
5. Borrower shall submit an annual certification to Lender that all Reserved Units, as they become vacant and available for occupancy, have been rented exclusively to Low Income Households at rent levels consistent with the Declaration of Covenants and Rent Regulatory Agreement and the HPTF Statutes.

b. Affordability, Restrictive Use and Occupancy. In accordance with the HPTF Statutes and the Commitment, the Borrower shall comply with the affordability requirements for Low Income Households as defined in the HPTF Statutes and further defined in this Commitment. Of the total 21 housing units in this Project, the Borrower shall designate all 21 units as Reserved Units for the entire Loan Term. Borrower shall ensure that the rent for six units is set at levels affordable to Extremely Low Income Households with a total household income not exceeding 30% of AMI. The Borrower shall ensure that the rent for 15 of the units is set at levels of Very Low Income Households with a total household income not exceeding 50% of AMI. The maximum rent levels allowed for the Reserved Units shall be set forth in the Declaration of Covenants and Rent Regulatory Agreement.

In marketing vacant units in the Property, Borrower shall give priority to and actively seek to attract low income families and individuals referred by the District of Columbia Housing Authority pursuant to 10

DCMR § 4112.10. All vacant units shall also be registered on DCHousingSearch.org.

c. Taxes. Borrower shall ensure that all due and applicable federal and local taxes for the Property and for Borrower are paid as they become due.

d. Liabilities. Borrower shall ensure that all liabilities remain current for the duration of the Loan Term, including, but not limited to, DC and federal taxes, short-term bank loans, supplier payables, payroll expenses and long-term indebtedness.

e. Insurance Premiums. Borrower shall maintain all insurance policies required herein for the period of the Loan.

f. Publicity: Written and all Other Mediums. All written or printed materials distributed or posted by Borrower that publicizes the Project shall include information that the Project is being funded through the Department. Further, announcement of all events that publicize the Project shall acknowledge funding by the Department. This may include, but is not limited to, newspaper announcements or advertisements, flyers, postings, any radio and television announcements.

g. Equal Opportunity and Fair Housing. The Borrower shall comply with the requirements of 24 CFR 92.350 with regard to any Project funded in whole or in part with the Loan funds.

h. Davis-Bacon Labor Act. Any construction contract or any construction activity, connected with the use of these Loan funds, shall require compliance by the Borrower with the Davis-Bacon Labor Act attached as exhibit B to this Letter of Commitment. Davis-Bacon and Contract & Safety Standards Act Requirements -- The Davis-Bacon Act (40 U.S.C. 3141 et seq., 29 CFR parts 1, 3, and 5) requires the payment of prevailing wage rates to all laborers and mechanics on federal government and District of Columbia construction contracts in excess of \$2,000. The Davis-Bacon Act labor standards are also applicable to the "Related Acts," under which construction projects are assisted through federal or District funded grants, loans, loan guarantees, and insurance. Each contract subject to Davis-Bacon labor standards requirements must contain in full the labor standards clauses set forth in 29 CFR 5.5(a) relating to minimum wages, apprentices and trainees, withholding, payrolls and basic records, and liabilities and penalties for violations. The mandatory Davis-Bacon contract provisions are attached hereto as Exhibit F, Davis-Bacon Act Federal Labor Standards Provisions (HUD Form 4010). Exhibit F is incorporated and made a part of this Agreement. The wage determination applicable to this Project is

attached hereto as Exhibit F1 and is incorporated and made a part of this Agreement. The mandatory Davis-Bacon labor provisions set forth in Exhibit F and the wage decision must be incorporated in the general contract for the construction of the Project and each subcontract at any tier.

Each weekly payroll statement required under 29 CFR § 3.3 shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of the District of Columbia Department of Housing and Community Development (DHCD) at the site of the building or work, or if there is no representative of DHCD at the site of the building or work, the statement shall be mailed by the contractor or subcontractor, within such time, to a Federal or State agency contracting for or financing the building or work. (29 CFR § 3.4)

Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract. (29 CFR § 5.5(a)(3)(ii)(B)) Upon the request of DHCD, Borrower shall provide or shall cause its contractor or subcontractor to provide for DHCD's review, any contract or subcontract upon which a certified payroll is based.

The Davis-Bacon and Related Acts labor standards and the Contract & Safety Standards Act requirements shall survive the term of this Loan.

i. Continuity of Borrower. This Commitment is further subject to the absence of any material change in the financial condition or management of the Borrower or its management entities, or a material change in Borrower's interests in the Property affected, between the date hereof and the date of Loan Closing. The Borrower shall notify the Department in writing, within fifteen (15) calendar days, of any change, amendment, modification or alteration of its limited liability company, management structure, or any other matter affecting its status or operations during the term of the Loan.

j. Covenants Running with the Land. The Borrower shall enter into a Declaration of Covenants and Rent Regulatory Agreement setting forth the affordability requirements of the HPTF Statutes. Such covenants shall be executed at Loan Closing and shall be recorded against the Property as real covenants running with the land for the benefit of Lender throughout the forty (40) year affordability period.

XIII. NEGATIVE COVENANTS:

a. Nonassignability. As long as the Loan is outstanding, Borrower shall not sell, assign or otherwise transfer any of its interest in the Property, nor shall the Borrower change its partnership structure without the prior written consent of the Lender. This Commitment is not assignable to any person or entity without prior written consent of the Lender, nor may Loan proceeds be assigned without prior written consent of the Lender.

b. Modification. The terms and conditions of this Commitment may not be modified, waived, or terminated, in whole or in part, unless agreed upon in writing by the parties hereto. None of the terms and conditions herein contained shall be considered abrogated or waived by reason of any failure or refusal to enforce the same.

XIV. CONFLICT OF INTEREST: Federal and District Laws strictly prohibit any person who exercises or has exercised any functions or responsibilities with respect to District assisted activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities from obtaining a financial interest or benefit from a District-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a District-assisted activity.

Further, as it relates to the procurement of supplies, equipment, construction and services, recipients and subrecipients of HPTF monies are held to the conflict of interest provisions of the HPTF Statutes (10 DCMR § 4106.4). In addition to the general conflict of interest prohibition, these sections require that fund recipients maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts to address the prohibition against any real or apparent conflict of interest.

Further, within 15 business days of execution of the Loan Agreement, the recipient shall submit to the Lender a copy of the organization's conflict of interest policies and procedures for review and approval by the Lender. The procedure shall include the collection and retention of Conflict of Interest declarations to be executed by each managing entity of Borrower.

XV. INDEMNIFICATION: Borrower, its successors and assigns shall hold harmless and indemnify the District of Columbia from and against any and all losses, damages, claims, or injuries, arising from the execution and performance of the terms of the Commitment in any manner whatsoever.

XVI. INFORMATION TO BE SUPPLIED BY BORROWER:

Borrower shall furnish, in a timely manner to Lender, all information requested in writing by Lender that Lender reasonably deems necessary to ensure compliance with the terms and conditions of this Loan including, but not limited to, the terms of this Commitment.

XVII. APPLICATION OF LAW: Any rights, remedies or obligations hereunder shall be construed and enforced in accordance with the laws of the District of Columbia.

XVIII. DURATION: This Commitment shall become null and void after ninety (90) days from the date of execution of this Commitment by Borrower, unless such time period is otherwise extended by Lender in Lender's sole discretion and in writing.

XIX. APPROVAL: The Loan is contingent upon the approval of the District of Columbia's Chief Financial Officer and the Council of the District of Columbia.

XX. RELOCATION: Borrower will provide its Temporary Relocation Plan for Lender's review and approval prior to Loan Closing, if applicable.

XXI. ELIGIBILITY AND AVAILABILITY OF FUNDS: This Commitment is conditioned upon the availability of the HPTF monies from the District of Columbia and the eligibility of the activities described herein.

XXII. COMPLIANCE: Borrower shall comply with all HPTF Statutes, local laws and restrictions and all program requirements of Lender.

XXIII. FREEDOM OF INFORMATION ACT NOTIFICATION. The District of Columbia Freedom of Information Act of 1976 (DCFOIA), Pub. L. 90-614, D.C. Official Code § 2-531 *et seq.*, provides for the disclosure of public information. Further, a "public record" is "any document, book, photographic image, electronic data recording paper, sound recording, or other material regardless of form or characteristic, made or received pursuant to law or in connection with the transaction of public business by any officer or employee of the District." D.C. Official Code § 2-1701 (13) (2001 ed.).

This serves as your Notification that information and documentation submitted to the Department of Housing and Community Development, pursuant to this Loan, or in connection with the transaction of the business of the Department, is subject to public disclosure in response to a Freedom of Information Act request. Any information that is not specifically exempt by D.C. Official Code § 2-534(a) of the DCFOIA

may be disclosed upon proper request.

XXIV. NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.* (2001 ed.) (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sexual discrimination which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

XXV. NO MATERIAL CHANGES: This Commitment is subject to the absence of any material change in the financial condition or management of the Borrower, or a material change in the condition of the Property, between the date of application and the date of Loan closing.

XXVI. ANTI-DEFICIENCY PROVISION: Borrower acknowledges and agrees that the obligation of the District to fulfill financial obligations of any kind pursuant to any and all provisions of this conditional Commitment, or any subsequent agreement entered into pursuant to this Commitment or referenced herein are and shall remain subject to the provisions of: (i) the Federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351; (ii) the D.C. Official Code § 47-105; (iii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§47-355.01 – 355.08, as the foregoing statutes may be amended from time to time; and (iv) §446 of the District of Columbia Home Rule Act.

XXVII. ADVISORY NEIGHBORHOOD COMMISSION NOTICE REQUIREMENT:

This Commitment is conditioned upon compliance with Advisory Neighborhood Commissions' ("ANC") notice requirements. In accordance with the Home Rule Act and the Advisory Neighborhood Commissions Act of 1975, DC Law 1-58, March 26, 1976, DC Official Code § 1-309.10, the Department is required to provide notice to ANCs before the award of any grant funds to a citizen organization or group if the award is of significance to neighborhood planning and development in the affected commission area. ANCs are entitled to a thirty (30) day comment period to submit written and oral comments and recommendations to the Department in response to any proposed funding award. If comments are received, the Department is required to

respond to all legally relevant recommendations prior to making a final decision on any funding award.

Borrower may accept this Commitment by executing a copy hereof and returning the same to Lender within ten (10) business days from the date hereof; and, if not so executed and returned, this Commitment shall expire and become null and void without further action on the part of the Lender.

If you accept the terms of this Commitment, please sign where indicated and return a signed original to Mr. Ray Slade of the Development Finance Division of Lender. Any questions that you have should be directed to Mr. Slade at (202) 442-6970.

Sincerely,

Mary R. (Polly) Donaldson,
Director

Approved as to Legal Sufficiency:

Date:

Julia Wiley
General Counsel,

A C C E P T A N C E

The terms and conditions of this Commitment are hereby accepted and agreed upon as of the _____ day of _____, 2018.

BCC Preservation Fund I, LLC
c/o Mr. Avram Fechter, Principal
a District of Columbia limited liability company

[SEAL]

ATTEST: _____ By: _____

Avram Fechter,
as Principal

By: _____ By: _____
_____, as
Name: _____

Title: _____

EXHIBIT B

DAVIS-BACON

Butler-Truesdale, Tonya (DHCD)

From: Pair, Lauren (DHCD)
Sent: Tuesday, September 17, 2019 3:34 PM
To: Pelletiere, Danilo (DHCD)
Cc: Butler-Truesdale, Tonya (DHCD); Anderson, Keith (DHCD)
Subject: Legislative Updates

Danilo:

Would you please provide me with a list of all legislative amendments impacting the Rental Housing Act since 2016? We're trying to do an internal update to ensure that our staff is trained up-to-date and also that we capture all the forms that we need to amend. I think I have a list, but I want to make certain we've captured everything.

Thanks!

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



Please find an updated draft of the Council Period 22 and 23 legislation relating to the Rental Housing Act and Inclusionary Zoning.

Best,

Danilo

From: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Sent: Tuesday, September 17, 2019 3:34 PM
To: Pelletiere, Danilo (DHCD) <Danilo.pelletiere@dc.gov>
Cc: Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>; Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>
Subject: Legislative Updates

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-Lauren

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10/17/2018

RAD COMMENTS
RENT CHARGED CLARIFICATION AMENDMENT ACT OF 2018 (BILL B22-0999)

Section No.	Bill Line No(s).	RAD Comment(s)
§ 206(e)(2)(A)	71-73	Section requires clarification; seems to contradict the statute of limitations in § (e)(2) by allowing a challenge to the basis for rent charged without giving a cutoff date.
§ 206(e)(2)(B)	74-76	The "base rent" nomenclature is inappropriate and § 103(4) should be repealed. Base rent refers to a change in rent control law in 1985. If Council wants to keep the term, it could be amended to clarify that "base rent" is the rent when the unit is rented to a tenant. The current subsection in Bill 22-0999 does not make sense. § 103(4) requires updating overall because it renews every five years.
§ 206(a-1)	77-81	As written, the provision appears to obsolete and requires clarification. Why is the section referencing April 30, 1985?
§ 206(a-2)(2)	87-92	This section makes no sense as written and requires clarification.
§ 206(a-3)(1)	99-102	The provision seems to address when a landlord does not immediately implement a voluntary agreement or capital improvement surcharge. The provision may chill landlord willingness to make certain improvements. If the concern is an implementation delay, the issue could be addressed by disclosures showing pending increases. In a rent concession context, the 30 day limitation is unreasonable and does not give landlords sufficient time to implement the increase or surcharge or complete final coordination of any possible improvement financing requirements. RAD recommends that Council consult with AOBA to determine a reasonable timeframe.
§ 208(3)	133-135	RAD would like this provision removed because the administrative burden is unreasonable. Instead of further lengthening the form, RAD recommends including a list of tenant advocates and CBOs.

Section No.	Bill Line No(s)	RAD Comment(s)
§ 208a(b)	139-143	The phrase “is at least 10%” is unclear and appears to be arbitrary. What is the basis for the standard? What if a landlord charges 9.8%? Does that mean the landlord need not comply with the requirement?
§ 208a(c)(3)	150-151	The requirement that a landlord must grant a rent concession “unconditionally” is unreasonable. What is the basis for the requirement? RAD is concerned this requirement may be unconstitutional, in violation of the right to contract. The right to contract is supported by caselaw which grants landlords and tenants the right to mutually agree to rent levels provided that the agreement does not violate the Rental Housing Act of 1985.
§ 208a(e)(1)(B)	158-160	The provision language should be clearer.
§ 208a(e)(2)(A)	163-165	The 30 day implementation restriction is unreasonable. For example, what if there is an estate issue preventing a landlord from immediately implementing the rent charged or surcharge? This could potentially morph into a fair housing issue whereby landlords will refrain from renting to the elderly. RAD recommends that Council consult with AOBA to determine a reasonable timeframe.
§ 208a(f)(1)(A)	173	RAD objects to the requirement that a landlord must “unconditionally” grant a rent concession. (See § 208(c)(3) comments.
§ 208a(f)(1)(B)	174	RAD recommends that the rent concession may be rescinded by mutual agreement between landlord and tenant.
§ 208a(f)(2)	181	RAD recommends that the last word “tenant” be replaced by “tenant or applicant.”
§ 208a(h)	184-185	This provision requires clarification. RAD recommends that the provision should add the same language as is required in the disclosure notice.
§ 208a(i)(1)	187	A timeframe to cure the violation is required.
§208a(i)(2)	188-191	The term “substantial violation” is ambiguous and requires definition or clarification. RAD questions what situation would justify a lower amount?

Section No.	Bill Line No(s).	RAD Comment(s)
		The provision requires clarification.
§ 213(1)(C)	198-203	<p>Is this provision attempting to restrict the vacancy rate increase to rent concessions?</p> <p>RAD perceives this provision will dissuade landlords from renting to elderly tenants because there is no way to recoup rent levels once the elderly tenant vacates. RAD recommends there is a need for the 30% level.</p> <p>The provision is confusing and requires clarity—it also does not address the rent concession issue.</p>

RENTAL ACCOMMODATIONS DIVISION
HOUSING PROVIDER OMBUDSMAN
INTERVIEW QUESTIONS

Work Experience & Skills

1. Do you have any landlord-tenant law experience? Are you familiar with the Rental Housing Act of 1985 and rent control? The Rental Housing Conversion and Sale Act of 1980 and tenant opportunity to purchase? The Condominium Act of 1976? If so, how?
2. Describe your legal training. Can you conduct legal research? How are your writing and critical and analytical skills? Do you have experience reading, interpreting, and applying statutes and regulations? What is your experience drafting orders, legislation, and regulations?
3. What is your present employment situation? Why do you wish to leave?
4. Are you comfortable with customer service duties? Other duties as assigned?
5. Are you available for occasional after hours work?

Skills

6. What is your computer proficiency? MS Office? Access, Word, Excel?
~~Powerpoint~~PowerPoint?
7. How would you assess your ~~are your~~ writing skills? Give examples of documents you've produced and in what contexts. Provide a writing sample.
8. Can you explain your experience with analyzing complaint data and the summation of such data for annual, monthly and weekly reports?
- 7-9. How would you explain the difference between an incidental performance deficiency and a systemic performance deficiency?

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Behavior

- 8-10. How are you on deadlines and timeframes?
- 9-11. What is your style of communication with clients, your colleagues, your supervisor?

~~10-12.~~ What is your working style? (E.g., team player, self-motivated, organized, need direction, do it yourself)

~~11-13.~~ Give an example where you used good judgment and logic.

~~12-14.~~ Discuss a situation where you had to explain a performance deficit and suggest performance improvement recommendations. ~~make an unpopular decision.~~

~~13-15.~~ Describe how you would handle a situation if you were required to finish multiple tasks by close of business and there was no conceivable way that you could finish.

Self-Evaluation

~~14-16.~~ What was your weakest area on your last performance evaluation and what steps have you taken to improve?

~~15-17.~~ What are your strengths and weaknesses?

~~16-18.~~ What is your preferred working style? Preferred working environment?

~~17-19.~~ What motivates you?

~~18-20.~~ What are your major accomplishments?

~~19-21.~~ What are your long-term career goals?

~~20-22.~~ What is your ideal work environment? Worst?

~~21-23.~~ What decisions are easy to make? Which do you find difficult?

Interest in the Position

~~22-24.~~ What would you like to know about our organization?

~~23-25.~~ What factors are most important to you?

Butler-Truesdale, Tonya (DHCD)

From: Butler-Truesdale, Tonya (DHCD)
Sent: Thursday, March 14, 2019 4:24 PM
To: Pair, Lauren (DHCD)
Subject: FW: Rulemaking Status/Updated draft Rental Housing Act regulations
Attachments: NPRM Full Draft (revd 2019-03-11) tracked changes.docx

See here below where meeting is cancelled. I assumed he did not want to meet without you.

Tonya

From: Spencer, Michael T. (DHCD)
Sent: Wednesday, March 13, 2019 5:08 PM
To: Pierson, Erika (OAH) <erika.pierson@dc.gov>; Ellis, Maia (OAH) <maia.ellis@dc.gov>; Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>; Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>; Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>; Mayer, Daniel (DHCD) <daniel.mayer@dc.gov>; Grier, Dorothy (DHCD) <Dorothy.Grier@dc.gov>; Gregory, Lisa (DHCD) <lisa.gregory@dc.gov>; Puttagunta, Rupa (DHCD) <Rupa.Puttagunta2@dc.gov>
Subject: Rulemaking Status/Updated draft Rental Housing Act regulations

Hello Everyone,

Thanks for your diligence as we update the draft rulemaking (most recent version attached). I just wanted to recap our progress and propose next steps.

RECAP:

Feb 4th – Commission sent participants draft rulemaking.

Feb 6th – Rent Administrator shared a few concerns with the Commission after reviewing draft rulemaking. Commission conceded to Rent Administrator's concerns.

Feb 21st – OAH sent written comments on Chapters 39, 41, 42 and 43.

Feb 22nd – Participants met for 3 hours, and reviewed Chapters 39 and 41.

March 4th – Rent Administrator sent written comments on Chapters 39 and 41.

March 7th – Participants met for 3 ½ hours, and recapped discussion and reviewed Chapter 42. Rent Administrator sent written comments on Chapter 42.

March 14th – Meeting cancelled.

NEXT STEPS:

March 21st (10 am – 1 pm) – Rent Administrator and team meet with Commission to discuss remaining concerns with Chapters 42 and 43.

March 29th (10 am – 1 pm) – Commission hosts final meeting to resolve any remaining issues with draft rulemaking.

April 1st – 4th – Prepare final version of draft rulemaking for internal review and delivery to OAH.

April 5th – Deliver to OAH for legal sufficiency.

Please let me know if you have any questions or concerns.

Thanks again,

Mike

From: Mayer, Daniel (DHCD)

Sent: Tuesday, March 12, 2019 9:25 AM

To: Pierson, Erika (OAH) <erika.pierson@dc.gov>; Ellis, Maia (OAH) <maia.ellis@dc.gov>; Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>; Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>; Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>; Spencer, Michael T. (DHCD) <michael.spencer@dc.gov>; Gregory, Lisa (DHCD) <lisa.gregory@dc.gov>; Puttagunta, Rupa (DHCD) <Rupa.Puttagunta2@dc.gov>; Grier, Dorothy (DHCD) <Dorothy.Grier@dc.gov>

Subject: Updated draft Rental Housing Act regulations

All:

Thank you again for your continued review and input on the draft rulemaking. As promised, I'm circulating revisions based on our most recent rounds of discussion and written comments, covering Chapters 38-42.

The tracked changes, as attached, only reflect edits made since the previous circulation. Everything else has been "accepted" (at least for MS Word's purposes), but please feel free to raise any other issues you catch at any time. I've flagged a number of issues for follow-up discussion based on where we left things previously or when something has jumped out at me as a possible issue based on related discussions. If I've missed any comments or edits you made previously, please let me know as well.

See you all Thursday,

Daniel Mayer, Attorney-Advisor

Rental Housing Commission | Department of Housing & Community Development

441 4th Street, NW | Suite 1140B North | Washington, DC 20001

(202) 442-7176 | daniel.mayer@dc.gov

<https://dhcd.dc.gov/services/rental-housing-commission>



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Ex: 4.

Butler-Truesdale, Tonya (DHCD)Document showing engagement w/
impairing & impeding
legislation

From: Butler-Truesdale, Tonya (DHCD)
Sent: Monday, September 16, 2019 11:35 AM
To: Pair, Lauren (DHCD)
Cc: Anderson, Keith (DHCD)
Subject: Small Building Program

As a follow up-

I believe Keith would concur that the portion of the meeting with Ana related to relocation went very well. I believe we concluded that OTA would be approached after a meeting template was designed for both RAD and OTA to assist with all applications requiring a re-location plan by establishing a relocation meeting when required by the scope of repairs.

During the meeting several other issues arose for me. I apologize that I do not have time to present the following in a logical order.

1. How will the program be implemented administratively in order to avoid arbitrary and capricious decisions. Specifically,
 - a. What is the threshold return on investment used to determine if an "applicant" or petitioner qualifies for the funds;
 - b. The program description reads as if all successful applicants must have an affordability covenant of at least 80% AMI for at least 50% of the units. Should there be a statement indicating that the rent level must be equivalent to that but that the tenant's income is not relevant? That way "applicants" will understand that the property does not have to have an existing covenant.
2. Will unsuccessful applicants be afforded an opportunity to appeal? If not, why? If so, how? How will we comply with § 2-509 (e) on contested cases?
3. Where are the regulation or informal description of agency practices? Similar programs have regs. See Home Purchase Assistance Fund, promulgation of rules and regulations, see § 42-2625. Housing finance agency, Administrative Procedure Act applicability to agency activities, see § 42-2705.01. Housing Production Trust Fund, promulgation of rules and regulations, see § 42-2804. (<https://code.dccouncil.us/dc/council/code/sections/2-501.html>)
4. Should any aspect of this program be codified? (See § 2-504. Official publications)
5. How and when will the Rent Administrator be alerted of the application and status, and?
 - a. As a combined regulatory approach, should the "application" be a petition since the small building program grant is to encourage housing safety and housing regulation compliance;
 - b. Will the Housing Preservation Officer contact RAD to determine what other petitions the owner has been granted or has submitted;
 - c. Will or should the Rent Administrator be charged with reviewing each "application"/petition for comment;

- d. Should the application or petition indicate that the funds will not be given to owners who have had a recent HP, SR, CI, VA or Change in Related Service Petitions;
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 - f. Should the application ask for the "applicant's"/petitioner's petition history on all properties own and sold within a specific time period in order to assess management capacity;
 - g. Where does the application ask for the owner's DCRA Basic Business License for Rental Property and RAD Registration Number;
 - h. Should RAD and or DCRA be responsible for the Property Management Course; and
 - i. Should the application documentation checklist include the BBL for rental and RAD form 1?
6. How do we define DHCD's criteria for investment
- a. Should an independent contractor be used to review the financials? If not who on our staff is qualified to perform the accounting analysis?
7. How will the curriculum for the property management course be determined? What is appropriate and inappropriate for an agency with a regulatory component to provide instruction on. What portions of the curriculum will be in the form of a publication? What are the appropriate disclaimers for such publications with respect to frequent legal amendments?
- a. Who will conduct the training for the Limited Equity Co-ops? (This is a very specific field with limited training sources. How will we make sure that this training is not repetitive of the training members already must attend annually? We may need to confer with DC Cooperative Housing Coalition (<https://coopsdc.org/>))
8. What does the DC Administrative Procedure Act require? Administrative Procedure Act". (See § 2-503. Establishment of procedures) DC Code §§2-501 et seq. The Law: The D.C. Administrative Procedure Act (DCAPA)

Tonya M. Butler-Truesdale, Esq.
Rental Property Program Specialist
District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
(p) 202-442-7214 | (f) (202) 645-5870
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>



Butler-Truesdale, Tonya (DHCD)

From: Pair, Lauren (DHCD)
Sent: Monday, September 16, 2019 4:46 PM
To: Butler-Truesdale, Tonya (DHCD)
Subject: RE: Small Building Program

Well done. I appreciate your thorough critique.

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



From: Butler-Truesdale, Tonya (DHCD) <tonya.butler-truesdale@dc.gov>
Sent: Monday, September 16, 2019 11:35 AM
To: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Cc: Anderson, Keith (DHCD) <KeithA.Anderson@dc.gov>
Subject: Small Building Program

As a follow up-

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Tonya M. Butler-Truesdale, Esq.
Rental Property Program Specialist
District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
(p) 202-442-7214 | (f) (202) 645-5870
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>



Butler-Truesdale, Tonya (DHCD)

From: Pair, Lauren (DHCD)
Sent: Monday, September 16, 2019 12:33 PM
To: Abraham, September (DHCD)
Cc: Anderson, Keith (DHCD); Butler-Truesdale, Tonya (DHCD)
Subject: FW: 2019-DHCD-TP 31,188 Waite, Erin M vs. Dorton, Patrick Final Order
Attachments: img09102019_0006.pdf

FYI

Thanks,

-Lauren

Lauren J. Pair, Rent Administrator
District of Columbia Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E. | Washington, DC 20020
(p) 202-442-9505 | (f) 202-645-5884
lauren.pair@dc.gov | <http://dhcd.dc.gov>



From: Serv, OAH (OAH) <oah.serv@dc.gov>
Sent: Tuesday, September 10, 2019 3:42 PM
To: Pair, Lauren (DHCD) <Lauren.Pair@dc.gov>
Subject: 2019-DHCD-TP 31,188 Waite, Erin M vs. Dorton, Patrick Final Order

Attached is the Final Order

Butler-Truesdale, Tonya (DHCD)

From: Butler-Truesdale, Tonya (DHCD)
Sent: Friday, October 12, 2018 9:29 AM
To: Pair, Lauren (DHCD)
Cc: Anderson, Keith (DHCD)
Subject: 2018-10-11 OPLA Briefing Memo (Draft 02) tbt after ka.docx
Attachments: 2018-10-11 OPLA Briefing Memo (Draft 02) tbt after ka.docx

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING REGULATION ADMINISTRATION
RENTAL ACCOMMODATIONS DIVISION

Rent Concessions Issue – Overview

To prepare for a meeting with the Office of Policy and Legislative Affairs to discuss the Rent Charged Definition Clarification Amendment Act of 2018 (Bill 22-0998) and the Rent Charged Clarification Amendment Act of 2018 (Bill 22-0998) scheduled for Friday, October 12, 2018, the Rental Accommodations Division (RAD) believes it would be helpful to give background on the rent concessions controversy and the impact on the rent stabilization provisions of the Rental Housing Act of 1985 (Act) (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.); see also § 14-4104 of the *District of Columbia Municipal Regulations*, 2004 ed., as amended.

I. Background

Rent concessions are benefits or incentives offered by housing providers to induce tenants to either rent a vacant rental unit or to renew a lease. A concession is typically a reduction in the rental unit price for a period of time (typically a one-year term).¹ Once the rent concession period expires, the discount lapses and the rent price increases to the pre-rent concession rent level. Proffering rent concessions depends on housing market conditions, the housing provider's economic situation and the housing provider's relationship with the tenant.

A. Effect of the 2006 Rent Control Legislative Amendments

Prior to 2006, the Act contained provisions for rent ceilings. Council abandoned this regulatory paradigm by enacting legislative amendments which abolished rent ceilings and instead required that housing providers calculate rent increases on a "rent charged" basis. For rent controlled units, a housing provider may increase a tenant's rent once annually by an amount authorized under the Act. The most common rent increase is an annual automatic adjustment of general applicability, or the Consumer Price Index for the District of Columbia (CPI-W, currently at 1.4%), as determined by the Rental Housing Commission. For most tenants, the maximum their rent can be increased is CPI-W plus 2 percent (CPI-W+2%), but no more than 10% of the current rent charged. The 2006 legislative amendments also abolished a housing provider's ability to hold a CPI-W+2% for future implementation; as long as a CPI-W+2% increase occurs 12 months after the last increase, a housing provider can implement the allowable rent increase at any time during the CPI-W+2% year. The 2006 legislative amendments left unclear whether a housing provider can hold for future implementation rent adjustments based on hardship, capital improvements, substantial rehabilitation, voluntary agreement, or change in related services. The 2006 legislative amendments do not define "current rent charged" or "prior rent." These terms are meaningful as they provide notice to a tenant of the maximum legal rent for the unit, the basis for a rent increase calculation, and a basis for a possible rent increase.

Commented [BT(1)]: Does the word "automatic" imply that the housing provider does not have to file for the adjustment?

The rent concession controversy arises from the notion of what is the "rent charged," and accordingly, the basis for a rent increase adjustment; that is, whether the annual rent increase is based on the rent concession amount or the pre-concession amount of rent basis, ~~what the rent a~~

¹ Concessions may take other forms, such as free rent for a set period, moving allowances, amenity upgrades, access to facilities and services, garage parking, etc.

Rent Concessions Issue Overview
 October 12, 2018
 Page 2

tenant would have otherwise paid without the discount that is the legal maximum allowable rent on file with RAD. For example, if basing the rent increase on the pre-concession rent rate,

A housing provider charges \$3,000 per month rent for a rent-controlled unit which is the legal maximum allowable rent during a CPI-W+2% year. To entice a tenant to lease the unit, the housing provider offers a \$1,000 rent concession for a one-year lease term. At the end of the lease term, if the tenant renews the lease, the tenant will continue to pay \$2,000 per month. If the tenant declines to renew the lease, the rent will automatically adjust to \$3,000 per month.

At the end of 12 months, the tenant declines to renew the lease, but continues renting the rental unit on a month-to-month basis. The housing provider is now entitled to a CPI-W+2% increase based on the \$3,000 rent level and files the increased rent adjustment with RAD and notifies the tenant. The allowable annual rent adjustment is $\$3,000 \times 3.1\% = \93 , for a total monthly rent charged of \$3,093—a difference of \$1,093 between the rent concession level and the maximum allowable rent.

B. Caselaw Developments & Pending Litigation

1. Administrative Adjudication

Several tenants filed petitions relating to rent increases taken based on the legal maximum "rent charged" on file with RAD instead of the rent concession discounted amount. Presently, the controlling case is *Fineman v. Smith Property Holdings Van Ness LP*, Case No. RH-TP-16-30,842 (Jan. 18, 2018) by order issued by the Rental Housing Commission. The Commission interpreted "rent charged" under the statutory meaning of the Act as actual rent paid by the tenant and received by the landlord, not the legal maximum rent level filed with RAD. That actual amount (i.e., the rent concession amount) demanded and received is the basis for the landlord's claim to future rent increases under the Act and becomes the new legal maximum allowable "rent charged" that must be filed with RAD. The Commission remanded the case to the Office of Administrative Hearings (OAH) for further disposition. On October 2, 2018, OAH issued a final order after remand dismissing the case and finding that: (i) the landlord misreported the basis for the rent charged to the RAD (as a result of charging less than the legal maximum allowable rent); (ii) OAH had no authority to order the landlord to correct the incorrect filings; and (iii) the plaintiff was no longer a tenant in the housing accommodation and therefore lacked legal standing.

2. Judicial Litigation

After fielding complaints from the tenants of Van Ness South located at 3003 Van Ness Street, N.W., the Office of the Attorney General initiated legal action against the landlord for violations of the Consumer Protection Procedures Act, D.C. Official Code 2001, as amended, § 28-3901 et seq. in the *District of Columbia v. Equity Residential Management, L.L.C.*, Case No. 2017-CA-008334B. The lawsuit frames the "rent charged" controversy and asserts that the landlord (i)

Rent Concessions Issue Overview
 October 12, 2018
 Page 3

engaged in deceptive and unlawful trade practices, (ii) failed to disclose the "true" rent amounts, (iii) did not disclose material terms during the leasing process, and (iv) mislead consumers about the District's role in rent concession pricing and practices. The parties are currently involved in discovery.

II. Stakeholder Perspectives

A. Tenant Arguments

Tenants argue that rent concessions evade the 2006 legislative reforms by creating de facto rent ceilings. Housing providers are incentivized only to report the higher basis for the rent adjustment and decline to report the lower actual "rent charged" amount. The result is that ~~tenants are charged higher there are fewer limitations on~~ rent increase amounts than under the pre-2006 system. Tenants claim that rent concessions violate the Act's abolishment of rent ceilings because there is no statutory definition for "rent charged." They contend that housing providers violate the Act because they often pressure or coerce tenants into signing new lease agreements with the threat of ~~higher~~ increased rent. Concession agreements often omit the amount of the rent increase that will go into effect at the end of the lease term. Tenants concede that to date, ~~prior to the Fineman decision, cases litigated to date have not been favorable to their arguments because there was~~ no statutory definition for "rent charged" and the material terms of the concession agreements were fully disclosed in these particular cases.

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B. Housing Provider Arguments

Housing providers assert that rent concessions are a valuable tool to respond to market conditions and ensure that housing stock remains in use and productive. Rent concessions assist seniors and tenants experiencing hardships and can be used as rewards for model tenants. Housing providers contend that the consequence of abolishing rent concessions will result in housing providers charging maximum allowable rents in all cases. With further limitations on rents and responding to market conditions, housing providers claim that eliminating rent concessions could depress property values and result in a loss of property tax revenues.

III. Proposed Legislation

A. Rent Charged Definition Clarification Amendment Act of 2018 (Bill 22-0999)

The bill appears to track the definition of "rent charged" as defined and interpreted by the Rental Housing Commission in its *Fineman* proceedings. RAD perceives no difficulty with the proposed definition of "rent charged."

B. Rent Charged Clarification Amendment Act of 2018 (Bill 22-0998)

RAD has substantive comments and policy concerns relating to the proposed Rent Charged Clarification Amendment Act and is prepared to give its comments section-by-section of the bill.

Rent Concessions Issue Overview
 October 12, 2018
 Page 4

For purposes of this overview, RAD makes the following administrative policy considerations:

- The bill is convoluted, complex, complicated, and burdensome for landlords.
- The bill does ~~not address "good discounts" that is giving~~ not give landlords flexibility to offer "good discounts" rent concessions without penalty.
- The bill requires scrutiny for constitutionality; regulating discounts in general and specifically the provision requiring that a tenant is unconditionally provided discounted rent ~~(see § 208a, page 5, lines 150-151)~~ may violate the right to contract. (see § 208a, page 5, lines 140-143 and 150-151)
- The bill does not balance competing landlord interests.
- Rent control is designed to allow rents to rise to market levels over time—inasmuch the Act has been in effect for thirty-three years, the statute's regulatory framework is sunsetting and rent levels are increasing as designed, prompting the need for a larger discussion rather than a piecemeal approach and legislative fixes.

Commented [BT(2)]: to voluntarily offer affordable housing to applicants or tenants in distress without regulatory penalty.

Commented [BT(3)]: ?



Thinking Bigger and Bolder:
The Unique Role of the Condominium
Sales and Conversion Administrator in
Maximizing HRA Performance Outcomes
for Housing Consumers and Housing
Providers

Efficiently Identifying Regulatory Performance
Markers in the Production, Preservation, and
Protection of Affordable Housing in Washington, DC

Tonya M. Butler-Truesdale, Esquire, CPM

April 8, 2019

2

Ex. 5

FY 2020 PROPOSED

BUDGET

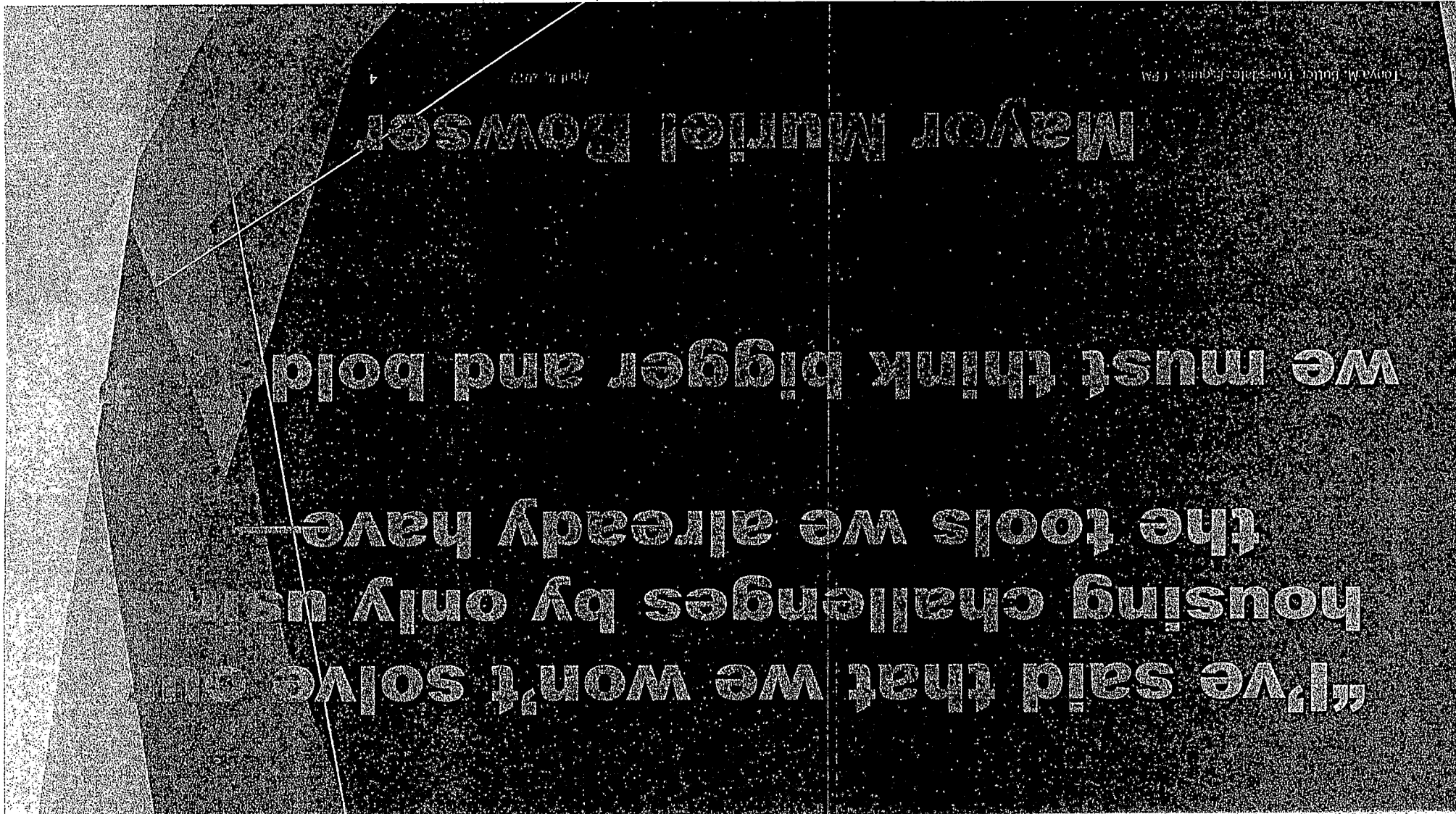
AND FINANCIAL PLAN

A FAIR SHOT

Tonya M. Butler-Truesdale, Esquire, CPM

April 8, 2019

WE ARE WASHINGTON GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR



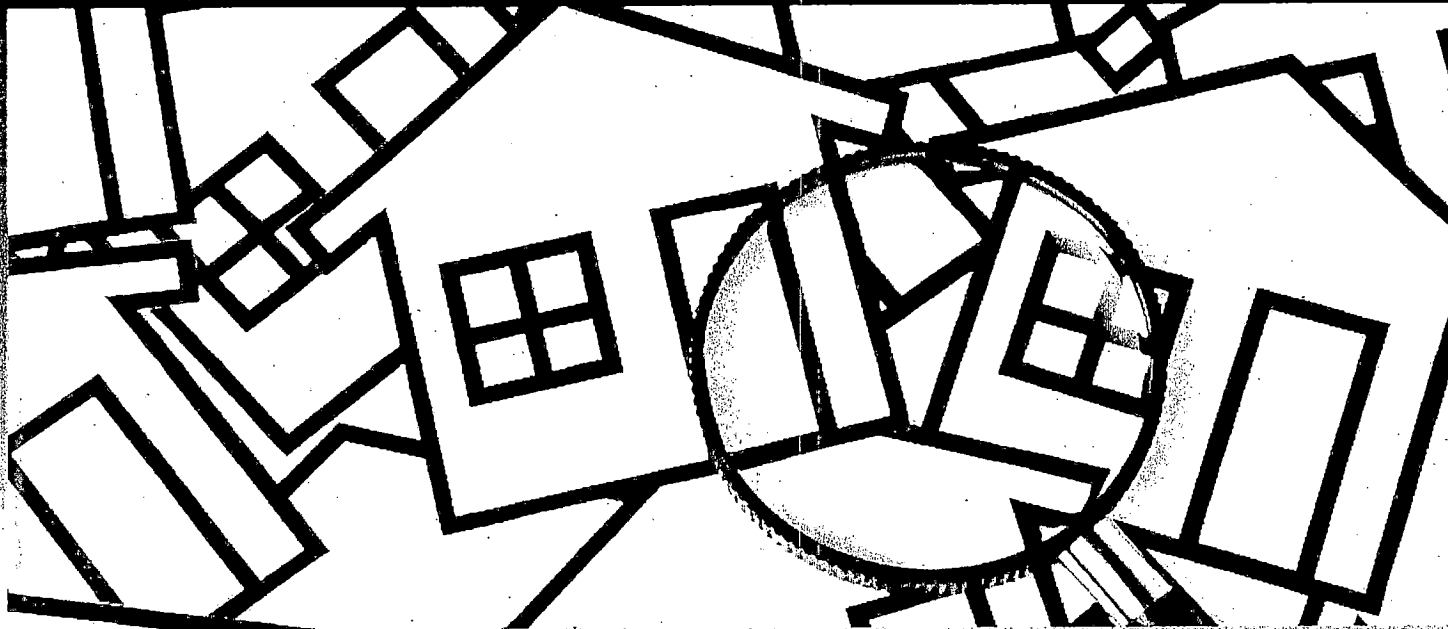
Mayor Mitchell Rowser

We must think bigger and bolder

the tools we already have

housing challenges by only using

“I’ve said that we won’t solve our



What Housing Regulation Administration Performance Marker Opportunities Are Created By The Fair Shot Mandate

Tonya M. Butler-Truesdale, Esquire, CPM

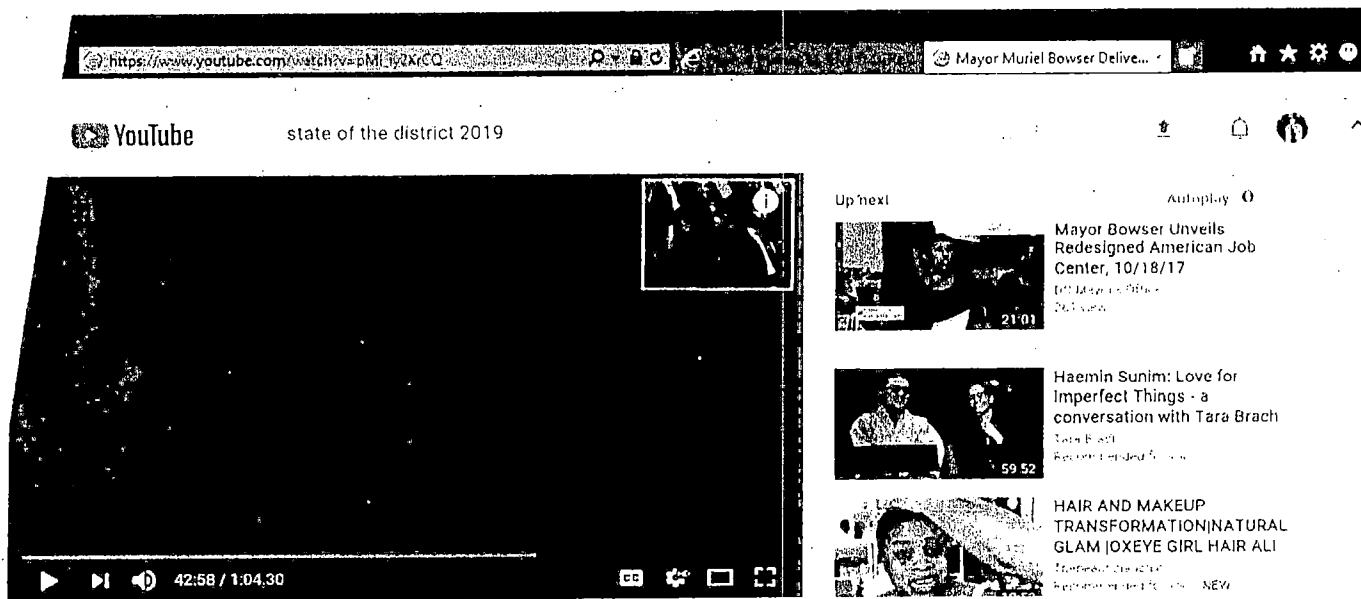
April 8, 2019

5

All HRA Synergies Must Be Explored to Meet and Exceed Performance Markers

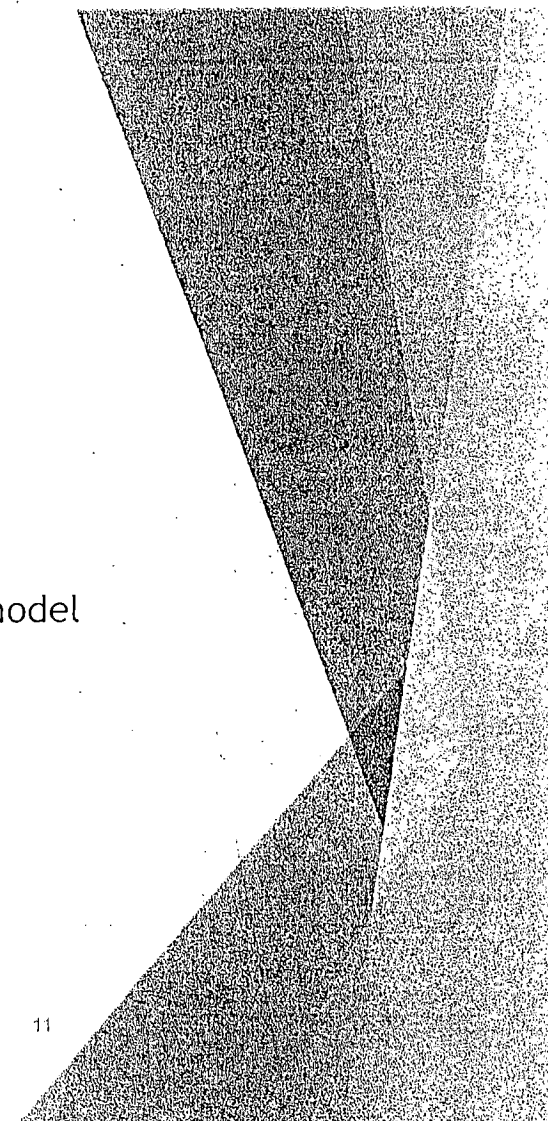






State of The District March 2019-Distrutions from Audience During Affordable Housing Segment of the Mayor's Address

CASD Management Methodology
program delivery model vs. administration of regulations model



**RCSD and HRA Performance Marker Expansion
Could Serve as a Pilot and Provide a Template
for Other DHCD Divisions in the Development of
Future Budget Markers**

The Reduction in the Operating Budget
Requires Thoughtful and Resourceful
Leadership even some of the reduced
resources are now in the HPTF budget.

Department of Housing and Community Development

www.dhcd.dc.gov
Telephone: 202-442-7200

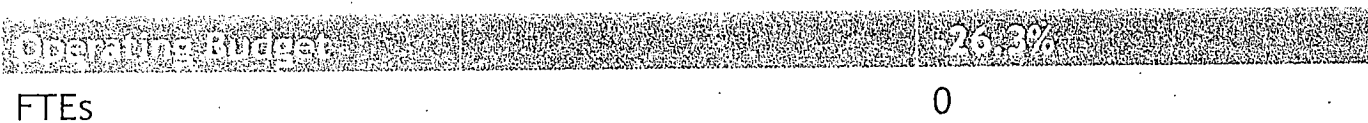
Table DB0-1

Description	FY 2017	FY 2018	FY 2019	FY 2020	% Change
	Actual	Actual	Approved	Proposed	from FY 2019
OPERATING BUDGET	\$189,573,301	\$212,406,545	\$190,756,036	\$140,658,371	-26.3
FTEs	156.4	152.5	178.0	178.0	0.0

By: [Name], Esquire, CPM

April 8, 2019

Zero growth in FTEs and a budget reduction in excess of a 25% of our operational budget, even if offset by an increase in the HPTF does not represent an appreciation for the policy formation and enforcement value we lend to the Fair Shot mission.



Administrative Mandates of Condo Conversion and Sales

administers the structural
defect warranty claim
program

regulates the conversion
of rental property to
condominiums and
cooperatives,

Rental Conversion
and Sales Division
Housing Consumer
Fair Shot Tools

registers condominium and
cooperative projects

administers tenant 3
opportunity to purchase
programs

The Rental Conversion and Sale Division administrative directive is the basis of our Fair Shot outcomes. These outcomes can generate clearly stated enforcement activities that expand our budgetary outcome statements and performance markers producing fair shots for housing consumers and housing providers .

The Rental Conversion and Sale Division at DHCD administers the Rental Housing Conversion and Sale Act of 1980 and the Condominium Act of 1976. Through the Conversion Act, District tenants have the opportunity to purchase rights, tenant first rights of refusal, receipt of offer of sale notices, notices of transfer and the conversion of property to cooperatives or condominiums. The Condominium Act regulates condominium formation and registration of condominium units before a developer may offer units to interested buyers, including administration of the Structure Defect Warranty Claim Program.

April 8, 2019

18

We must remember that the enabling act that placed HRA in DCRA charged us to regulate a commodity for housing consumers while using regulations to assure housing provider opportunities in a partially stabilized affordable market.

This unit has more workload measures than the quantity of TOPA notices. An updating of the associated regulations will help identify all vital workload measures.

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; "How much are we doing?"

1. Rental Conversion and Sales

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of TOPA notices processed	No	1554	1345	1620

We should
not continue
to minimize
our efforts
by failing to
enumerate
the
measures of
HRA

10. Housing Regulation Administration and Rental Housing Commission

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of hardship petitions received	No	Not Available	2	2
Number of Rental Housing Commission appeals disposed	No	17	16	11

HRA activities
and regulatory
related
programming
objectives need
to be quantified,
marketed/brand
as Fair Shot
Opportunities
and Events

4. Housing Resource Center

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of customers who utilize the Housing Resources Center	No	6589	6338	5475

Greater HRA coordination with the Housing Preservation Officer can create more impressive outcomes stated in the 2021 Proposed Budget

14. Implementation of DOPA (District Opportunity to Purchase Act)

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of DOPA properties reviewed for DOPA eligibility	No	Not Available	Not Available	Not Available
Number of properties DHCD expresses interest in pursuing DOPA rights	No	Not Available	Not Available	Not Available

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Proposed FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Proposed FY 2020	Change from FY 2019
00) HOUSING REGULATION ADMINISTRATION										
10) Rental Conversion And Sales Division	684	679	648	801	153	6.9	6.2	6.0	7.0	1.0
20) Housing Resource Center	5	4	5	5	0	0.0	0.0	0.0	0.0	0.0
30) Inclusionary Zoning Program	576	681	722	828	105	5.9	6.1	7.0	8.0	1.0
40) Rental Accommodations Division	743	822	923	1,078	155	8.9	7.9	9.0	10.0	1.0

Primary DHCD Condo Regulation Statutes

- ▶ <https://code.dccouncil.us/dc/council/code/titles/42/chapters/34/subchapters/II/>
- <https://code.dccouncil.us/dc/council/code/titles/42/chapters/19/subchapters/IV/>
- <https://code.dccouncil.us/dc/council/code/titles/42/chapters/19/subchapters/II/>
- <https://code.dccouncil.us/dc/council/code/sections/42-1903.16.html#!?query=condominium%20warranty&path=library%7CD.C.%20Code&from=0>

Home > Search Results



Legislative Information Management System

You searched for

All Legislation ▾ condominium



Search Results

Recent updates

Chronologi Export/Print Back to Search

Showing 1 to 10 of 24 entries

1 2 3 Next Last

Fair Condominium Withdrawal Amendment Act of 2018

Legislation # : B22-0919 | Introduced : Thu Jul 12 2018 | Act Number : A22-0591 | Law Number : L22-0265

Condominium Owner Bill of Rights Amendment Act of 2015

Legislation # : B21-0443 | Introduced : Tue Oct 20 2015 | Act Number : A21-0657 | Law Number : L21-0241

Solar Cooperative Association Expansion Amendment Act of 2017

Legislation # : B22-0229 | Introduced : Tue Apr 04 2017 | Act Number : A22-0369 | Law Number : L22-0142

Pools without Penalties Act of 2017

Legislation # : B22-0511 | Introduced : Tue Oct 03 2017 | Act Number : A22-0374 | Law Number : L22-0147

Office of Administrative Hearings Jurisdiction Expansion Amendment Act of 2017

Legislation # : B22-0352 | Introduced : Tue Jun 27 2017 | Act Number : A22-0317 | Law Number : L22-0112

**AVALON CONDOMINIUM BUILDING REAL PROPERTY TAX EXEMPTION AND
EQUITABLE REAL PROPERTY TAX RELIEF ACT OF 2007**

Legislation # : B17-0502 | Introduced : Tue Nov 06 2007

CONDOMINIUM WARRANTY BOND AMENDMENT ACT OF 2007

Legislation # : B17-0054 | Introduced : Tue Jan 09 2007

CONDOMINIUM COMBINED REAL PROPERTY TAX AND VAULT RENT BILLING ACT OF 2010

Legislation # : B18-0824 | Introduced : Tue Jun 01 2010

8TH STREET PLAZA CONDOMINIUM ASSOCIATION, INC. CLARIFICATION ACT OF 2011

Legislation # : B19-0634 | Introduced : Tue Dec 20 2011 | Act Number : A19-0431 | Law Number : L19-0178

CONDOMINIUM AMENDMENT ACT OF 2011

Legislation # : B19-0509 | Introduced : Tue Oct 04 2011

Showing 1 to 10 of 24 entries

1 2 3 Next Last

Showing 11 to 20 of 24 entries

First Previous 1 **2** 3 Next Last

COMBINED CONDOMINIUM REAL PROPERTY TAX ACT OF 2011

Legislation # : B19-0188 | Introduced : Fri Mar 25 2011 | Act Number : A19-0356 | Law Number : L19-0150

CONDOMINIUM ACT OF 1976 REFORM AMENDMENTS ACT OF 1990.

Legislation # : B8-0065 | Introduced : Fri Jan 20 1989 | Act Number : A08-0316 | Law Number : L08-0233

CONDOMINIUM AND COOPERATIVE TRASH COLLECTION TAX CREDIT ACT OF 1990.

Legislation # : B8-0020 | Introduced : Fri Jan 20 1989 | Act Number : A08-0248 | Law Number : L08-0180

CONDOMINIUM WARRANTY BOND RELEASE DISCRETION CLARIFICATION EMERGENCY DECLARATION RESOLUTION OF 2006.

Legislation # : PR16-0913 | Introduced : Mon Jul 10 2006 | Resolution Number : R16-0730

CONDOMINIUM AMENDMENT ACT OF 2013.

Legislation # : B20-0139 | Introduced : Tue Feb 19 2013 | Act Number : A20-0308 | Law Number : L20-0109

Condominium Fee Fairness Act of 2014

Legislation # : B20-0648 | Introduced : Thu Jan 23 2014

AUDIT OF THE DISTRICT'S CONDOMINIUM CONVERSION FEES.

Legislation # : IG19-0062 | Introduced : Fri Feb 17 2012

OAKSHIRE CONDOMINIUM RECOGNITION RESOLUTION OF 2006.

Legislation # : CER16-0257 | Introduced : Fri Jun 02 2006 | Resolution Number : ACR16-0257


CONDOMINIUM WARRANTY BOND RELEASE DISCRETION CLARIFICATION AMENDMENT ACT OF 2006.

Legislation # : B16-0867 | Introduced : Tue Jul 11 2006

CONDOMINIUM WARRANTY BOND RELEASE DISCRETION CLARIFICATION TEMPORARY AMENDMENT ACT OF 2006.

Legislation # : B16-0844 | Introduced : Mon Jul 10 2006

Showing 11 to 20 of 24 entries
Showing 21 to 24 of 24 entries

First Previous 1 **2** 3 Next Last
First Previous 1 2 

CONDOMINIUM WARRANTY BOND RELEASE DISCRETION CLARIFICATION EMERGENCY AMENDMENT ACT OF 2006.

Legislation # : B16-0843 | Introduced : Mon Jul 10 2006 | Act Number : A16-0420

CONDOMINIUM WARRANTY BOND AMENDMENT ACT OF 2006.

Legislation # : B16-0789 | Introduced : Tue Jun 06 2006


CONDOMINIUM ACT OF 1976 TECHNICAL AND CLARIFYING AMENDMENT ACT OF 1991, BILL 9-240.

Legislation # : B9-0240 | Introduced : Fri May 31 1991 | Act Number : A09-0140 | Law Number : L09-0082

CONDOMINIUM AND COOPERATIVE TRASH COLLECTION ACT OF 1989

Legislation # : B8-0167 | Introduced : Fri Mar 10 1989

Showing 21 to 24 of 24 entries

First Previous 1 2 **3** 

1. Rulemaking / Writing Agency Regulations. This is a critical part of administrative law, since legislation often omits some important details. Legislation is created by elected officials, who are directly accountable to voters. The people who create administrative regulations, however, might be elected, or they might be appointed by elected officials. Rulemaking / Writing Agency Regulations Overview :: Justia

Mayor Muriel Bowser

District of Columbia Municipal Regulations and District of Columbia Register

Office of the Secretary of the District of Columbia | Office of Documents and Administrative Issuances

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Agency: **Housing and Community Development, Department of**

Title: **14 - HOUSING**

Click on a Table Header to re-sort the Results:
 Click on Chapter Number to Display Sections.
 Use Search Field to Search by Keywords.

Showing 1 to 3 of 3 entries

Show **50** entries

Search:

ChapterNumber	Chapter Heading
14-22	INCLUSIONARY ZONING IMPLEMENTATION
14-24	DISTRICT OPPORTUNITY TO PURCHASE
14-25	HOME PURCHASE ASSISTANCE PROGRAM

Previous **1** Next

Section: 14-4704

[Back To Main Menu](#)

CONVERSION OF THE HOUSING ACCOMMODATION

Title : [14 HOUSING](#)

Chapter : [14-47 CONVERSION AND SALE OF RENTAL HOUSING](#)

Most recent version of the final adopted rule codified in the D.C. Municipal Regulations (DCMR)

Effective Date : 1/1/1900 12:00:00 AM

Authority :

Source : Notice of Final Rulemaking published at 28 DCR 2443 (May 29, 1981),
incorporating by reference the text of Notice of Emergency and Proposed
Rulemaking published at 28 DCR 694, 699 (February 13, 1981).

Editor's Note :

Rulemaking notices were published in the D.C. Register(DCR) and Adopted Rules were codified into the D.C. Municipal Regulations (DCMR)

Showing 1 to 1 of 1 entries

Search:

One Related Municipal Regulation Amendment since 2010

Now that OAH has Adjudicative Jurisdiction RCSD Matters in Controversy- It Is Even More Vital that Our Regulations Be Updated.

ENROLLED ORIGINAL

AN ACT
D.C. ACT 22-317

IN THE COUNCIL OF DISTRICT OF COLUMBIA

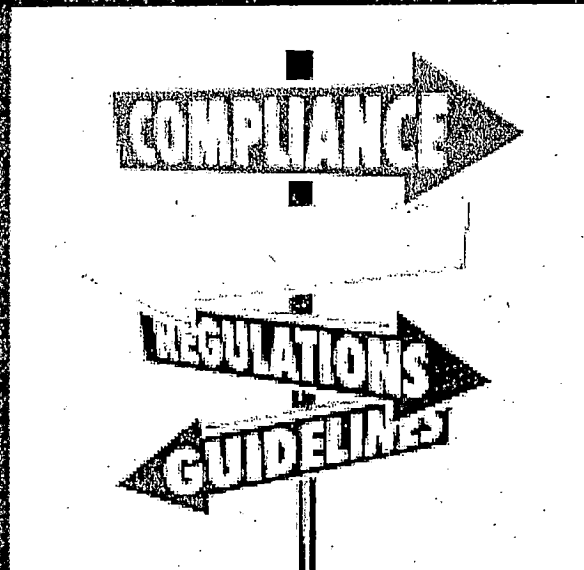
APRIL 19, 2018

To amend the Office of Administrative Hearings Establishment Act of 2001 to expand the jurisdiction of the Office of Administrative Hearings to include certain cases from the Department of Behavioral Health, certain cases arising from the Condominium Act of 1976, certain cases arising from the Rental Housing Conversion and Sale Act of 1980, adjudicated cases involving the enforcement of administrative civil penalties by the Department of Energy and Environment, the denial or revocation of a notary commission, certain cases involving the Day Care Policy Act of 1979 and the Child Development Facilities Regulation Act of 1988, the contested residency status of a public school student pursuant to the District of Columbia Nonresident Tuition Act, certain disputes under the State Education Office Establishment Act of 2000, and certain disputes under the District of Columbia Child Support Enforcement Amendment Act of 1985, and to require that Office of Administrative Hearings Administrative Law Judges meet all eligibility requirements at the time of reappointment; and to make conforming amendments to the Condominium Act of 1976, the Nursing Home and Community Residence Facility Residents' Protections Act of 1985, and the District of Columbia Child Support Enforcement Amendment Act of 1985.

	FY 17 Actual	FY 18 Actual	FY 19 Estimate	FY 20 Estimate	FY 21 Estimate	FY 22 Estimate	FY 23 Estimate
Housing Starts	4,215	4,951	4,041	3,562	3,241	3,174	3,085
Housing Stock (thousands)	323.9	326.6	330.0	332.8	335.5	337.9	342.2
Sale of Housing Units	8,598	8,957	8,778	8,778	8,866	8,954	9,044
Average Housing Price (thousands of \$)	825	835	871	910	950	990	1,029
Washington Area CPI	2.1	2.1	2.0	2.4	2.4	2.4	2.4

Assure Agency Compliance with the Rental Housing Conversion and Sale Act of 1980 as amended and its attendant regulations

Our ability to demonstrate our value to the Fair Shot mission is directly related to the compliance capacity we enhance by effective rule-making activities and other outreach.



ECONOMIC OUTLOOK

The economic outlook for the FY 2020 Budget and Financial Plan is similar to last year's, with additional population, employment, and income expected over the next several fiscal years. This assessment is based on a number of sources, including: cash collection reports; federal data on District population, employment and income; private data sources on housing.....

ARE WE USING OUR RESOURCES OPTIMALLY IF THE
EXECUTIVE BRANCH MUST RELY ON PRIVATE DATA
SOURCES FOR HOUSING ANALYTICS?

Consumer
Protection



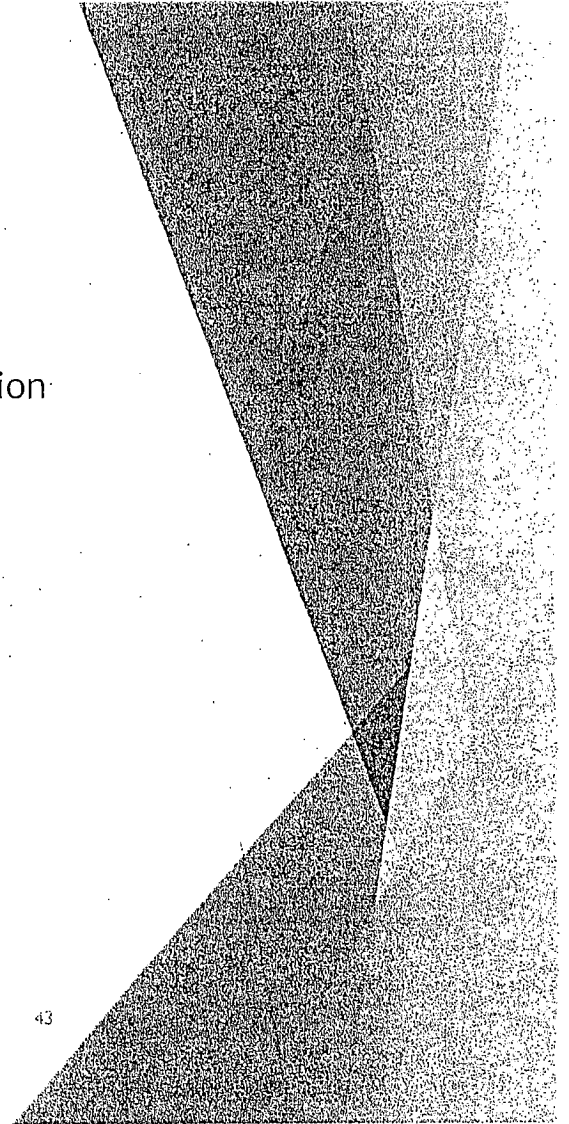
Clear expectation
of transparency
and
accountability
between housing
providers and

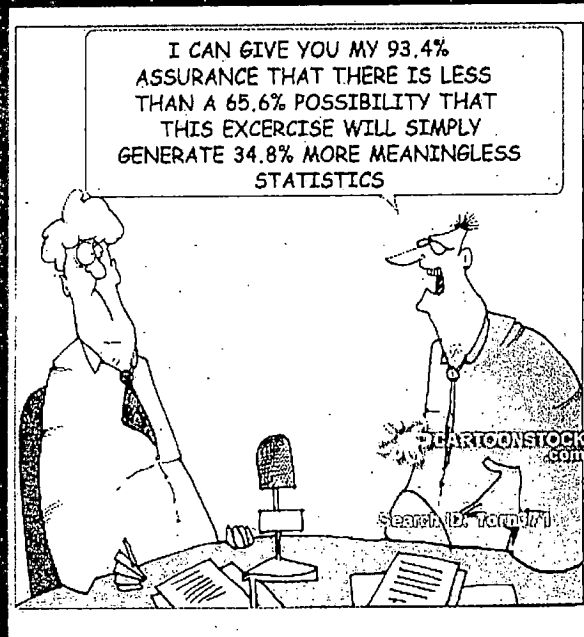


Strengthened
Housing Consumer
Empowerment
and Involvement

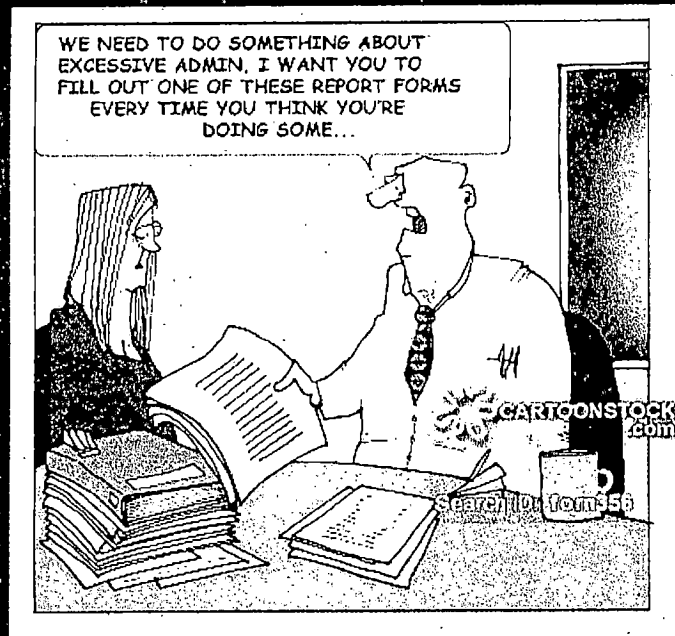


▶ How to Monitor, Assess and Improve Condominium and Cooperative Conversion Process

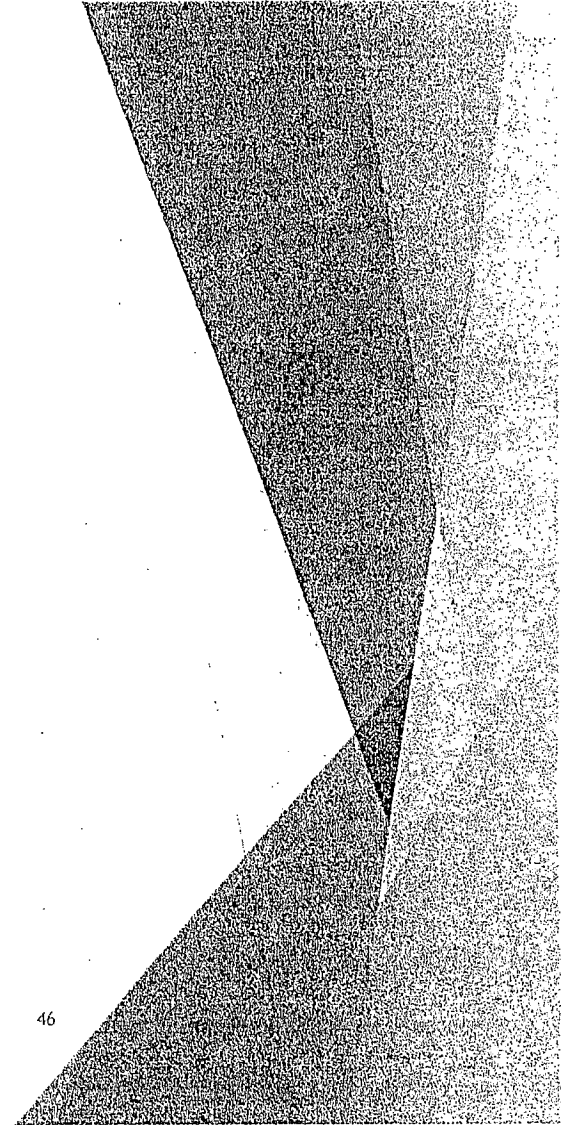




Review HRA Business Process for Better Enforcement



How rulemaking helps us to think bigger and bolder



Studies Performed by the 2020 Model State Administrative Procedure Act Drafting Committee Prove:

1. Rule Making Reduces Decreases Adjudication
2. Regulations/Rules are usually clearer than case-by-case OAH adjudication and yield higher compliance rates expeditiously.
3. Regulations/Rules permit us to define, identify and quantify our actions to abate violations as performance markers.
4. Only we can rules must be flexible can enough to permit applicants to seek amendments or waivers. This is more efficient than stakeholders seeking to distinguish fact patterns in adjudication since it is usually an abuse of discretion for an agency to announce a new ruling in an adjudication to parties who had justifiably relied on the law as it was when they undertook their conduct.

5. OAH can not create greater uniformity in enforcement.”

7. A rule formulated after rulemaking, “with its wider notice and broader opportunities for participation[,] is fairer to the class of persons who would be affected by a new ‘rule’ than” a rule announced in an adjudication. “Such broader participation also makes rulemaking more efficient as an information-gathering technique for the agency.

8. Rulemaking is superior to adjudication as a means of making new law because rulemaking is normally prospective while adjudication normally involves prescribing consequences for past conduct or present status.

9. Rulemaking reduces the agency burden in establishing statutory violations.

10. Rulemaking creates the opportunity to predict likely impact of rules while adjudication fosters the unpredictability of ALJ impact and rulings from individuals with unknown policy expertise.

11. Rulemaking permits HRA to understand and anticipate Drivers for Change-
DATA RECOGNITION AND COLLECTION

Affordable Housing

Producing, preserving, and protecting affordable housing in Washington, DC is a top priority for my Administration. The FY 2020 budget demonstrates this commitment by making the following investments in affordable housing:

- \$130 million contribution to the Housing Production Trust Fund, a \$30 million increase over FY 2019;
- \$15 million for the housing preservation fund, so that alongside new units we bring additional focus to ensuring that we are preserving existing affordable housing units in the District;
- \$20 million for a new middle-income housing fund to help provide affordable housing to DC's middle-class; and

The Obvious-

- 1. interview former administrators
 - Lauren
 - Gene
 - Terrance
- 2. interview staff
- 3. interview title attorney stakeholders
- 4. interview brokerage stakeholders
- 5. interview housing advocate stakeholders
- 6. contact select Advisory Neighborhood Commissions with high conversion statistics
- 7. review statutes
- 8. contact select developers
- 9. review hra operations-identify hra program synergies for efficiency with gene and lauren-remove operational cylos where appropriate
- 10. review other state practices and international city properties



MEMBERSHIP CARD

Tonya M. Butler-Truesdale

Active
MEMBERSHIP CATEGORY

455928
BAR NO.

EX 6



GOVERNMENT

OF THE

DISTRICT OF COLUMBIA

PERSONNEL ACTION

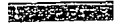
68 - Tuesdale Complaint
F X 5 +

AUTO
PERS. FORM
(REV. 2/85)

TRANSACTION CODE		ORIGINATING AGENCY													
1. SOCIAL SECURITY NUMBER	002 MJC	2. NAME	008	LAST	FIRST	MIDDLE	2A.	009	3. DATE/ACTION NO.	4. EFFECT. DATE					
								475268		MO DY YR					
5. DEPARTMENT	6. ADDRESS		013	STREET			7. DATE OF BIRTH	221	8. PHYSICAL HANDICAP		236				
		CITY		014	STATE	015	ZIP	016	9. VETERANS PREFERENCE		238				
								1. NONE 3. 10 PT. DISAB 5. 10 PT. OTHER							
								2. 5 PT. 4. 10 PT. COMP							
10. NATURE OF ACTION/CODE				NTE DATE	232	11. AUTHORITY				EMPLOYMENT DATE	223				
				MO DY YR				MO DY YR							
12. SERVICE	222	13. D.C. SERVICE COMP. DATE	14. FEGLI REGULAR		084	FEGLI OPTIONAL		086	15. HEALTH BENEFITS CODE		081				
COMP. DATE		MO DY YR	1. COVERED			1. UNDER 35									
			2. INELIGIBLE			2. 35-39									
			3. WAIVED			3. 40-44									
						4. 45-49									
						5. 50-54									
						6. 55-59									
						7. 60 AND UP									
										CARRIER CONTROL NO. 080					
16. FROM: POSITION TITLE AND NUMBER				17. PAY SCHEDULE	SERIES	18. GRADE	STEP	19. SALARY	FLAG	TIME SERVICE					
				20. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM							
				21. PAYROLL ORG CODE				PAY GROUP							
								TENURE IN POSITION							
22. TO: POSITION TITLE AND NUMBER				23. PAY SCHEDULE	SERIES	225	24. GRADE	031	STEP	032	25. SALARY	033	FLAG	TIME SERVICE	043
				26. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM							
				27. PAYROLL ORG CODE				004				TENURE IN POSITION			
28. LABOR DISTRIBUTION RULE IS CERTIFIED CORRECT				29. RETIREMENT				070	09 UDC (12.5%) 13 FICA NO TIAA/CREF						
				01 CS RETIRE 05 JUDGES (3.5%)				10 UDC (15%) 14 CS LAW ENFORCEMENT							
				02 TEACHERS 06 JUDGES (6.5%)				11 FICA 15							
				03 POLICE/FIRE 07 RESERVED				12 NONE							
				04 JUDGES (3%) 08 UDC (10%)											
AGENCY CONTROLLER OR DESIGNEE				DATE											
30. PAY GROUP	001	31. RETAINED GRADE	EXPIRATION DATE	224	32. CORRESPONDING GRADE		33. SERVICE CODE	026	34.	35. LEAVE CEILING		196			
GROUP			MO DY YR												
36. EMPLOYMENT TYPE		027	37. POSITION TYPE		235	38. TERMINATION CODE		183	39. CERTIFICATE TO EMPLOY NO.						
1. FULL-TIME 4. PART-TIME TEMP			1. CAREER 5. JUDICIAL			1. RESIGN 5. DECEASED									
2. PART-TIME 5. INTERMITTENT			2. EDUCATIONAL			2. RETIRE 6. TERMINATED									
3. FULL-TIME TEMP.			3. EXECUTIVE			3. TRANSFER 7. VOLUNTARY SEPARATION									
			4. EXCEPTED			4. MILITARY 8. INVOLUNTARY SEPARATION									
Multiple Rules	RULE	FUND	AGENCY	YR	RESP. CENTER	POS/PSF	MRU	ARC	DRC	JOB	ACTIVITY	ITEM	%		
Yes	No	Primary													
		Other													
<input type="checkbox"/> SUBJECT TO SATISFACTORY MEDICAL EXAMINATION AND CHEST X-RAY. <input type="checkbox"/> SUBJECT TO COMPLETION OF _____ YEAR _____ PERIOD BEGINNING _____ REMARKS:															
44. DEPARTMENT HEAD OR DESIGNEE (SIGNATURE)				DATE	45. APPROVING OFFICER AND AGENCY (SIGNATURE)				APPROVAL DATE						
				Mo Dy Yr					Mo Dy Yr						



GOVERNMENT



OF THE



DISTRICT OF COLUMBIA

PERSONNEL ACTION

68 - Truesdale Complaint

AUTO PERS. FORM 1 (REV. 2/85)

TRANSACTION CODE		ORIGINATING AGENCY																														
1. SOCIAL SECURITY NUMBER		002 MJC	2. NAME		008	LAST FIRST MIDDLE			2A. 009		3. DATE/ACTION NO.		4. EFFECT. DATE MO DY YR																			
5. DEPARTMENT			6. ADDRESS			013	STREET			7. DATE OF BIRTH		221	8. PHYSICAL HANDICAP		236																	
			CITY		014	STATE		015	ZIP		016	9. VETERANS PREFERENCE			238																	
												1. NONE 3. 10 PT. DISAB 5. 10 PT. OTHER																				
												2. 5 PT. 4. 10 PT. COMP																				
10. NATURE OF ACTION/CODE					NTE DATE		232	11. AUTHORITY				EMPLOYMENT DATE		223																		
					MO DY YR							MO DY YR																				
12. SERVICE COMP. DATE		222	13. D.C. SERVICE COMP. DATE			14. FEGLI REGULAR		084	FEGLI OPTIONAL		086	15. HEALTH BENEFITS CODE		081																		
MO DY YR			MO DY YR			1. COVERED			1. UNDER 35																							
						2. INELIGIBLE			2. 35-39																							
						3. WAIVED			3. 40-44																							
									5. 50-54																							
									6. 55-59																							
									7. 60 AND UP																							
16. FROM: POSITION TITLE AND NUMBER														17. PAY SCHEDULE		SERIES		18. GRADE		STEP		19. SALARY		FLAG		TIME SERVICE						
														20. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM														
														21. PAYROLL ORG CODE				PAY GROUP				TENURE IN POSITION										
22. TO: POSITION TITLE AND NUMBER														23. PAY SCHEDULE		SERIES		225	24. GRADE		031	STEP		032	25. SALARY		033	FLAG		TIME SERVICE		043
														26. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM														
														27. PAYROLL ORG CODE				004				TENURE IN POSITION										
28. LABOR DISTRIBUTION RULE IS CERTIFIED CORRECT								29. RETIREMENT		070	01 CS RETIRE		05 JUDGES (3.5%)		09 UDC (12.5%)		13 FICA NO TIAA/CREF															
AGENCY CONTROLLER OR DESIGNEE								DATE			02 TEACHERS		06 JUDGES (6.5%)		10 UDC (15%)		14 CS LAW ENFORCEMENT															
											03 POLICE/FIRE		07 RESERVED		11 FICA		15															
											04 JUDGES (3%)		08 UDC (10%)		12 NONE																	
30. PAY GROUP		001	31. RETAINED GRADE		EXPIRATION DATE		224	32. CORRESPONDING GRADE				33. SERVICE CODE		026	34.		35. LEAVE CEILING		196													
					MO DY YR																											
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2. PART-TIME			5. INTERMITTENT				2. EDUCATIONAL						2. RETIRE			6. TERMINATED																
3. FULL-TIME TEMP.							3. EXECUTIVE						3. TRANSFER			7. VOLUNTARY SEPARATION																
							4. EXCEPTED						4. MILITARY			8. INVOLUNTARY SEPARATION																
Multiple Rules		RULE		.FUND		AGENCY		YR		RESP. CENTER		PDS/PSF		MRU		ARC		DRC		JOB		ACTIVITY		ITEM		%						
Yes No		Primary																														
		Other																														
<input type="checkbox"/> SUBJECT TO SATISFACTORY MEDICAL EXAMINATION AND CHEST X-RAY. <input type="checkbox"/> SUBJECT TO COMPLETION OF _____ YEAR _____ PERIOD BEGINNING _____ REMARKS:																																
44. DEPARTMENT HEAD OR DESIGNEE (SIGNATURE)														DATE		45. APPROVING OFFICER AND AGENCY (SIGNATURE)										APPROVAL DATE						
														Mo Dy Yr												Mo Dy Yr						

Government of the District of Columbia
Office of Financial Management

SALARY STEP INCREASE FORM

SSN SECURITY NUMBER	MO	AGENCY	RESP CTR	GROUP	ORGANIZATION CODE
977-94-11833		DP	1701	1	86-116-106

EFFECTIVE PAY PERIOD BEGINNING DATE 11 / 10 / 95

NAME (Last, First, Middle Initial)

BUTLER, TRUESDALE TONYA

OLD STEP	NEW STEP (FOCUS)	* CIRCLE ONE NUMBER ONLY *		
02	03	STEP ADJUSTMENT PERIODICALLY 3	STEP ADJUSTMENT 75% INCREASE 1	NO AUTO STEP 75% INCREASE 3
DATE	DATE	GRADE	PAY PLAN & CODE	PROPOSED STEP
11-10-95	11-10-95	12	DS-905	

* CHECK ONE BOX ONLY *

- EMPLOYEE'S PERFORMANCE RATING IS SUFFICIENT FOR PROMOTION
- EMPLOYEE'S PERFORMANCE IS ADEQUATE FOR PROMOTION
- PROMOTION IS BASED ON EMPLOYEE'S ACHIEVEMENT TO DATE
- EMPLOYEE'S RATING IS AN EXCEPTIONAL LEVEL OF OUTSTANDING

REMARKS

STEP INC DUE EPPT
11-10-95

QUALITY INCREASE

FORM 311

UNUSUAL CIRCUMSTANCES SINCE LAST EQUIVALENT INCREASE

IF ANY OTHER COMMENTS PERTAIN TO THIS CASE, PLEASE ADVISE THE AGENCY AND FINANCIAL MANAGEMENT OFFICE

[Signature]
 Approved Signature

[Signature]
 Authorized Signature

12/4/95
PDS

11-04-95

PDS



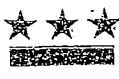
PERSONNEL ACTION

TRANSACTION CODE		ORIGINATING AGENCY												
1. SOCIAL SECURITY NUMBER	002 MJC	2. NAME	008	LAST	FIRST	MIDDLE	2A.	009	3. DATE/ACTION NO.	4. EFFECT. DATE				
5. DEPARTMENT	6. ADDRESS			013	STREET		7. DATE OF BIRTH	221	8. PHYSICAL HANDICAP	236				
10. NATURE OF ACTION/CODE		NTE DATE		232	11. AUTHORITY			EMPLOYMENT DATE		223				
12. SERVICE COMP. DATE	222	13. D.C. SERVICE COMP. DATE		14. FEGLI REGULAR	084	FEGLI OPTIONAL	086	15. HEALTH BENEFITS CODE			081			
16. FROM: POSITION TITLE AND NUMBER		17. PAY SCHEDULE		SERIES	18. GRADE	STEP	19. SALARY		FLAG	TIME SERVICE				
22. TO: POSITION TITLE AND NUMBER		23. PAY SCHEDULE		SERIES	225	24. GRADE	031	STEP	032	25. SALARY	033	FLAG	TIME SERVICE	043
28. LABOR DISTRIBUTION RULE IS CERTIFIED CORRECT		29. RETIREMENT		070	01 CS RETIRE		05 JUDGES (3.5%)	09 UDC (12.5%)		13 FICA NO TIAA/CREF				
AGENCY CONTROLLER OR DESIGNEE		DATE		02 TEACHERS		06 JUDGES (6.5%)	10 UDC (15%)		14 CS LAW ENFORCEMENT					
03 POLICE/FIRE		07 RESERVED		11 FICA		15		12 NONE						
04 JUDGES (3%)		08 UDC (10%)												
30. PAY GROUP	001	31. RETAINED GRADE	EXPIRATION DATE	224	32. CORRESPONDING GRADE		33. SERVICE CODE	026	34.	35. LEAVE CEILING	196			
36. EMPLOYMENT TYPE		027	37. POSITION TYPE		235	38. TERMINATION CODE		183	39. CERTIFICATE TO EMPLOY NO					
1. FULL-TIME		4. PART-TIME TEMP		5. JUDICIAL		1. RESIGN		5. DECEASED						
2. PART-TIME		5. INTERMITTENT		1. CAREER		2. RETIRE		6. TERMINATED						
3. FULL-TIME TEMP.				2. EDUCATIONAL		3. TRANSFER		7. VOLUNTARY SEPARATION						
				3. EXECUTIVE		4. MILITARY		8. INVOLUNTARY SEPARATION						
				4. EXCEPTED										
Multiple Rules	RULE	FUND	AGENCY	YR	RESP. CENTER	PDS/PSF	MRU	ARC	DRC	JOB	ACTIVITY	ITEM	%	
Yes	No													
	Primary													
	Other													
<input type="checkbox"/> SUBJECT TO SATISFACTORY MEDICAL EXAMINATION AND CHEST X-RAY. <input type="checkbox"/> SUBJECT TO COMPLETION OF _____ YEAR _____ PERIOD BEGINNING _____ REMARKS:														
44. DEPARTMENT HEAD OR DESIGNEE (SIGNATURE)						DATE		45. APPROVING OFFICER AND AGENCY (SIGNATURE)				APPROVAL DATE		
<i>[Signature]</i>						Mo Dy Yr		<i>[Signature]</i>				Mo Dy Yr		
(Title)								(Title)						



PERSONNEL ACTION

TRANSACTION CODE		ORIGINATING AGENCY																									
1. SOCIAL SECURITY NUMBER		002 MJC	2. NAME		008	LAST	FIRST	MIDDLE	2A.		009	3. DATE/ACTION NO.		4. EFFECT. DATE													
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		CITY		014	STATE		015	ZIP		016	9. VETERANS PREFERENCE				238												
												1. NONE 3. 10 PT. DISAB 5. 10 PT. OTHER		2. 5 PT. 4. 10 PT. COMP													
10. NATURE OF ACTION/CODE				NTE DATE		232	11. AUTHORITY				EMPLOYMENT DATE		223														
12. SERVICE		222	13. D.C. SERVICE COMP. DATE		14. FEGLI REGULAR		084	FEGLI OPTIONAL		086		15. HEALTH BENEFITS CODE		.081													
COMP. DATE		DATE		1. COVERED		1. UNDER 35		5. 50-54																			
MO DY YR		MO DY YR		2. INELIGIBLE		2. 35-39		6. 55-59				CARRIER CONTROL NO.		080													
				3. WAIVED		3. 40-44		7. 60 AND UP																			
16. FROM: POSITION TITLE AND NUMBER				17. PAY SCHEDULE		SERIES		18. GRADE		STEP		19. SALARY		FLAG		TIME SERVICE											
				20. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM																			
				21. PAYROLL ORG CODE		PAY GROUP		TENURE IN POSITION																			
22. TO: POSITION TITLE AND NUMBER				23. PAY SCHEDULE		SERIES		225	24. GRADE		031	STEP		032	25. SALARY		033	FLAG		TIME SERVICE		043					
				26. ORGANIZATIONAL UNIT				SCHOOLS - TENURE IN SYSTEM																			
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28. LABOR DISTRIBUTION RULE IS CERTIFIED CORRECT				29. RETIREMENT		070		01 CS RETIRE		05 JUDGES (3.5%)		09 UDC (12.5%)		13 FICA NO TIAA/CREF													
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3. FULL-TIME TEMP.						3. EXECUTIVE						3. TRANSFER		7. VOLUNTARY SEPARATION													
						4. EXCEPTED						4. MILITARY		8. INVOLUNTARY SEPARATION													
Multiple Rules		RULE		FUND		AGENCY		YR		RESP. CENTER		PDS/PSF		MRU		ARC		DRC		JOB		ACTIVITY		ITEM		%	
Yes No		Primary																									
		Other																									
<input type="checkbox"/> SUBJECT TO SATISFACTORY MEDICAL EXAMINATION AND CHEST X-RAY.																											
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												Mo Dy Yr														Mo Dy Yr	



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																				1. NONE 3. 10 PT. DISAB 5. 10 PT. OTHER									
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										MO DY YR								MO DY YR											
12. SERVICE		13. D.C. SERVICE COMP.		14. FEGLI REGULAR		084	FEGLI OPTIONAL		086	15. HEALTH BENEFITS CODE			081																
222		DATE		1. COVERED			1. UNDER 35																						
MO DY YR		MO DY YR		2. INELIGIBLE			2. 35-39																						
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							5. 50-54																						
							6. 55-59																						
							7. 60 AND UP																						
													CARRIER CONTROL NO. 080																
16. FROM: POSITION TITLE AND NUMBER					17. PAY SCHEDULE					SERIES		18. GRADE		STEP		19. SALARY		FLAG		TIME SERVICE									
					20. ORGANIZATIONAL UNIT					SCHOOLS - TENURE IN SYSTEM																			
					21. PAYROLL ORG CODE					PAY GROUP					TENURE IN POSITION														
22. TO: POSITION TITLE AND NUMBER					23. PAY SCHEDULE					SERIES		225	24. GRADE		031	STEP		032	25. SALARY		033	FLAG		TIME SERVICE		043			
					26. ORGANIZATIONAL UNIT					SCHOOLS - TENURE IN SYSTEM																			
					27. PAYROLL ORG CODE					004					TENURE IN POSITION														
28. LABOR DISTRIBUTION RULE IS CERTIFIED CORRECT										29. RETIREMENT										070									
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001				MO DY YR																									
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		Other																											
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										Mo Dy Yr					Mo Dy Yr	

Housing Provider Ombudsman
CS-301-13

INTRODUCTION

This position is located in the Rental Accommodations Division (RAD), Department of Housing and Community Development. The RAD acts as the District Government's authority on statutes which mandate financial institutions operating in the District of Columbia. RAD promotes and maintains an economic and regulatory climate, which will encourage financial institutions to organize and to do business in the District with the objective of contributing to economic development in the District.

The incumbent is responsible for impartially investigating, analyzing, and mediating housing provider concerns amongst a wide range of difficult, legal, and technical matters related to issues such as rent control, sales, and conversion which fall under the purview of the RAD. The work involves the participation, development and/or coordination of special projects and assignments designed to monitor, assess and/or improve landlord/tenant relations in the District of Columbia.

MAJOR DUTIES AND RESPONSIBILITIES

Deals with disputes affecting housing providers, including all social landlords (e.g. housing associations) and some private landlords and management agents. Plans, organizes and implements a housing provider advocacy program for RAD. Serves as the lead contact person for complaints received by RAD from outside sources such as District of Columbia housing providers, licensees and individuals referred from the Executive Office of the Mayor or City Council with landlord/tenant issues or concerns. Meets with stakeholders; solving complaints received through research, investigation, and analysis of information and data. Maintains an open line of communication to ensure timely and adequate resolution of issues and complaints. Prepares weekly, monthly, quarterly and annual reports for distribution to the District Government officials including the Mayor, Deputy Mayor for Economic Development, Council members and others as needed. Also responsible for updating and maintaining the RAD Housing Provider complaint intake form.

Serves as a Landlord Case Manager for RAD with emphasis on RAD quality service for both internal and external customer needs. Works closely with the Chief Tenant Advocate, Tenant Advisory Council and staff, in the identification of systemic problems and challenges and the development and implementation of customer service improvement actions for the agency.

Attends a variety of meetings, conferences and community forums to monitor RAD progress with respect to providing quality customer service.

Develop, implement, and monitor a quality assurance program for RAD. Establish and implement quality assurance procedures, including those to assure that services provided by RAD personnel are performed in a timely, effective, and efficient manner.

Coordinates, as appropriate, the preparation of the RAD testimony for hearings, including drafting the annual oversight hearing testimony and budget testimony. Works with RAD senior managers and division staff to assimilate and compile information from Community Outreach, CRA and Community Based Lending, and Office of the Commissioner) regarding RAD activities, operations, programs and accomplishments during the fiscal year.

Serves as a liaison in identifying a cadre of individuals, groups and organizations supportive of RAD goals and objectives;

Participates in the preparation activities related to oversight and/or budget hearings; and the development of witness lists of individuals with substantive and specific knowledgeable of RAD issues to appear before the District of Columbia Council.

FACTOR 1 - KNOWLEDGE REQUIRED FOR THE POSITION

Thorough knowledge of the mission, goals, objectives and operating principles and requirements of DCRA and the RAD as they relate to the rental, sale, and conversion of rental properties in the District of Columbia sufficient to serve as a technical advisor and troubleshooter for the agency on RAD issues.

Expert knowledge of and skill in the application of analytical and evaluative theories, concepts, procedures, methods, standards, and practices in the interpretation of policy, the assessment of program effectiveness and efficiency of operations; and to devise plans and strategies to meet existing and future requirements related to the resolution of landlord/tenant issues involving the rental, sales and conversion of rental housing.

Thorough knowledge of existing legislation governing the use, conversion and sale of rental properties in the District of Columbia is required to assess and evaluate the impact of new or modified legislation for impact on agency programs and resources; landlords and tenants, community groups, and others concerned.

Expert skill in the development of proposals related to property management issues and the planning, organization, and direction of negotiations to gain acceptance of recommendations and proposals involving substantial agency resources, extensive changes in established policies and procedures, or those

which conflict with the views of tenant/community groups, political or other parties involved in property conversions.

Comprehensive knowledge of advanced management and organizational principles and practices and comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes in order to prepare long and short range plans and guidance that is consistent with broad agency program policies and objectives.

Familiarity with the principles of administrative law and due process of law as it relates to the use, conversion, and sale of rental housing.

Ability to provide leadership in a supervisory capacity and team-based environment; and in securing the support and cooperation of the subordinate staff.

Excellent oral and written communications skills sufficient to prepare and present information and proposals to management officials, developers, property managers, housing providers, community groups and other interested parties and the general public involving complex, controversial, or sensitive issues conversion issues and processes, in plain spoken terms.

Comprehensive knowledge of Federal and District rent, sales/conversion, regulations, and policies and procedures that provide the framework and guidelines for the work to be performed.

Thorough working knowledge of the programs, activities, missions, goals and objectives and operating procedures to perform and oversee assignments.

Knowledge and skill sufficient to analyze, evaluate, and implement programs and operations.

Skill in devising new concepts and techniques to find solutions to unique and difficult problems.

Superior computer skills

Skill in communicating precisely and effectively, both orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS

Works under general supervision of the Rent Administrator. Confers with the Rent Administrator on doubtful or difficult matters and matters concerning policies and major issues. At times, consults with other DC agencies on matters in which they have particular knowledge or experience. Recurring routine duties

are performed independently following established practices and procedures. The incumbent is responsible for outlining the objectives and boundaries of assignments, identifying resources needed, and arranging for proper coordination with other activities. Incumbent's work is reviewed by accomplishment of assignments, effectiveness of work product, and for compliance with project goals/objectives.

The incumbent works under the general administrative direction of the Rent Administrator who defines the overall in terms of broadly defined missions and functions of the agency. The employee is responsible for independently planning, designing and carrying out projects, studies and program operations. The incumbent works in a technically authoritative manner and work results are normally accepted without significant change. If the work is reviewed, the review is in terms of fulfillment of program objects, effect of advice and the influence on the overall program. Recommendations for new programs and/or the alteration of objectives are usually evaluated for considerations such as the availability of funds and other resources, broad program goals, and/or District priorities.

FACTOR 3 – GUIDELINES

Guidelines include policies and regulations prescribed by the District Government with respect to duties of this position. Incumbent may recommend areas for the development of new guidelines for organizational and/or functional changes.

General guidelines are available but guides most applicable to the work are broadly stated and non-specific such as broad policy statements or basic legislation. The incumbent must demonstrate ingenuity, and sound judgment in interpreting the intent of the guides that do exist and in developing applications to specific areas of the work.

FACTOR 4 – COMPLEXITY

Work involves the full range of responsibilities related to diverse questions and complex problems in the areas of rent control sales and conversion. Matters involve difficult legal, technical and factual issues. Incumbent is required to perform duties encompassing a broad range of agency objectives and a wide variety of operations.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to provide assistance to the Housing Regulation Administrator in a variety of areas including complaint and FOIA compliance, legislative preparation and testimony, and publication of RAD information including the Annual Report, Consumer Handbook, Website, and other specialized area. Incumbent's performance contributes to the overall effective and efficient accomplishment of RAD's daily operations.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with co-workers, staff members and department heads of other District of Columbia agencies, Council members of the Council of the District of Columbia and their staffs, congressional staff, federal officials, others inside and outside District government such as private agencies and organizations, and various other persons with expertise in areas related to assigned matters. Incumbent determines the nature and extent of contacts required, which vary from matter to matter.

FACTOR 7 - PURPOSES OF CONTACTS

Contacts generally involve meeting with and obtaining or exchanging information related to assigned matters; advising concerned parties; obtaining necessary information in preparing assignments; and advising interested agency personnel concerning status of pending matters.

FACTOR 8 - PHYSICAL DEMANDS

Generally, work is sedentary. Some walking, handling and carrying of light to moderately heavy objects (such as files and records) are required. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting. Occasionally, the incumbent makes trips to meetings in the community or project locations, District Government and Federal Government agencies, and conferences. Work involves everyday risks and requires normal safety.

OTHER SIGNIFICANT FACTS

Coordinate the preparation of RAD legislative strategy and testimony including working with Office of the General Counsel, Community Outreach, to identify persons supportive of RAD, meeting with such persons to prepare for the legislative hearing; and preparing a witness list of persons supportive of RAD to be submitted to the District of Columbia Council.

Coordinate the preparation of the RAD Annual Report including working with staff to assimilate and compile information from Community Outreach, regarding activities, operations, programs and accomplishments during the fiscal year.

Prepare and update, on a periodic basis, the Tenant Survival Guide Handbook including researching resources and federal resources, drafting, and writing the components of the handbook.

Prepare and update, on a periodic basis, the RAD Website including researching city/federal resources and Office of the General Counsel, Community Outreach, regarding activities, operations, programs and accomplishments; drafting; and writing information to be placed on the website.

Serving as the RAD Freedom of Information Act (FOIA) Officer with responsibilities including the receiving of FOIA requests; reviewing and processing such requests; and responding to FOIA requestors. Duties also include updating the FOIA policies and procedures as needed.

Coordinating RAD meetings with staff members and heads of other District of Columbia agencies, Council members of the Council of the District of Columbia and their staffs, congressional staff, federal officials, and others inside and outside District government such as private agencies and organizations, per the Commissioner's request.

Performs other related duties as assigned

FACTOR 1 - KNOWLEDGE REQUIRED FOR THE POSITION

Comprehensive knowledge of Federal and District rent, sales/conversion, regulations, and policies and procedures that provide the framework and guidelines for the work to be performed.

Thorough working knowledge of the programs, activities, missions, goals and objectives and operating procedures to perform and oversee assignments.

Knowledge and skill sufficient to analyze, evaluate, and implement programs and operations.

Skill in devising new concepts and techniques to find solutions to unique and difficult problems.

Superior computer skills.

MEMORANDUM

TO: Polly Donaldson, Director

THROUGH: Allison Ladd, Deputy Director

THROUGH: Tsega Bekele, Chief of Staff

CC: Danilo Pelletiere, Legislative Affairs Specialist

DATE: July 17, 2019

REFERENCE: Policy Considerations Associated with the Expiration of the Rental Housing Act of 1985

Issue Statement

The Rental Housing Act of 1985 (Act) (D.C. Official Code 2001 ed., as amended, § 42-3501.01 et seq.) will expire on December 31, 2020.¹ The Act's sunset provision yields the opportunity for rental housing regulatory policy updates supporting our affordable housing objectives as defined by the executive branch while enhancing enforcement feasibility of the most recent rental housing legislation enacted by the Council, necessitates critical decision-making and planning for the future of rent control and rent stabilization. While the renewing the Act can be accomplished by simple reauthorization is a straightforward proposition, there are pertinent complex policy alternatives considerations requiring the Executive Branch's guidance and direction. First, will the Executive branch District assume a leadership role in the shaping rent control policy and law, or defer to the support Council and constituents in their efforts to amend the Act? Second, the District must contemplate whether the Act should be comprehensively reformed to better align with present day needs-affordability objectives and policies, or will efforts be better expended in identifying pinpointing and addressing specific market components impacting critical issues and concerns, issues and concerns. Finally, the District must consider what a third generation of rent regulation² should encompass to ensure access to affordable

¹ Technically, seven subchapters out of nine of the Act will expire. These subchapters substantively regulate rent control and rent stabilization. Only two subchapters and one section will not expire; those provisions regulate tenant relocation assistance, evictions, and rental housing inspections.

² The first generation of rent regulation (1916-1970s) addressed severe housing shortage crises by imposing rent ceilings. The second generation of rent regulation (1970s-2000s) eliminated rent ceilings by shifting to rent stabilization and allowing rents to gradually increase. A third generation of rent regulation could enhance regulatory consistency and clarity by proper contemplates rectification of fixing current economic externalities, further enhancing increasing tenant protections, inculcating affordability through means testing, exploring gradual

housing, equitability in regulation, and balancing landlord housing providers' and tenants' competing interests.

Critical Decisions

Strategizing Reauthorization. The initial decision is whether and how the Act should be renewed. Assuming that the District supports the Act's renewal, then the concerns are how to efficiently employ the strategically effect renewal and manage the reauthorization process and strategically identify the most effective regulatory tools for the current and future rental housing market. In past legislative sessions (the most recent occurring in 2006), Council extended the Act without debate and then reconvened to address specific statutory provisions. Over the years, this approach resulted in a piecemeal approach to tackling (and avoiding) contentious issues, including vacancy adjustments, rent concessions, and landlord housing provider return on investment. For purposes of regulatory efficiency, the Executive Branch should plan for a productive reauthorization session, rather than allowing reauthorization to devolve into a town hall and referendum on rent control.

Comprehensive Reform or Partial Reform. ~~Previously, the tenant community used the Act's reauthorization hearing as a platform to push for changes benefitting tenants without engaging meaningful landlord input. Consequently, the enactment of a patchwork of legislative fixes has not resulted in a balanced, thoughtful, and comprehensive plan for rental housing regulation. Further the patchwork of legislative fixes has compromised the establishment of agency regulations critical to administrative consistency and clarity, control and rent stabilization. The Act's renewal gives the District the opportunity to plan for reform and dovetail the rent control and rent stabilization program with the Mayor's affordable housing initiatives that create platform and provide pathways to the middle class for District citizens. This may be an opportune time for the Executive Branch, must decide whether to undertake comprehensive reform or tackle specific issues enhancing the alignment of to better align rental housing regulatory policies, rent control and rent stabilization with, and affordable housing policies and goals and community development objectives.~~

What Should Third Generation Rent Regulation Encompass. If the District is disinclined to undertake comprehensive reform, the District may wish to address key areas to align the Act with current economic conditions and rental housing market policy objectives. A sample of critical policy considerations include:

- New Construction: presently, all rental housing constructed after 1975 is exempt from the Act. The District may want to strategically consider including some portion of the newly constructed housing stock into the rent stabilized inventory, must consider updating the exemption for newly constructed rental accommodations.
- Small Buildings: anecdotally, a significant amount of affordable rental housing rests in small buildings consisting of 10 or fewer units. Because of the lack of economic incentives and resources, many competent small landlord housing

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deregulation, and creation of the incentives to dissuade landlord housing providers from converting rental housing to owner occupied properties ship and other uses.

providers opt to convert the use to owner occupation or other uses, resulting in a loss of affordable rental housing stock.

- Means Testing: while rent stabilization includes an objective of economically diversifying neighborhoods and buildings, there is a concern that affordable rental housing is out of reach for lower income households and more wealthy households capitalize on rent stabilized units. Means testing may increase affordable housing stock to those households with the greater need.
- Limited Regulation Periods for the Newest Housing StockDeregulation: an innovative suggestion is to capture all newly-constructed or substantially-renovated rental housing under rent control and rent stabilization, but after certain threshold of years, allow regulated buildings to convert to market rate rents.

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Potential Approaches

The District could follow past protocol of reauthorizing the Act and then use the reauthorization hearing as an opportunity to secure impact statements from various stakeholders, complete impartial cost benefit studies to support reasoned decision-making, utilize international capital city expertise to identify our true future housing market capacity in both a regulated and non-regulated environment to assure the most logical executive response to the push for changes and legislative fixes. Alternative approaches may include:

- (1) engaging with Committee on Housing and Neighborhood Revitalization Chairperson Anita Bonds to solicit her views and plans for rent control and rent stabilization and then coordinating statutory renewal or policy and law development and the reauthorization process with her office;
- (2) the executive branch~~DHCD~~ undertaking to organize stakeholder input to plan and develop law and policy and then submitting the revised statutory scheme to Council; and/or
- (3) convening a task force to develop recommendations and design a third generation of rent regulations.

Timeline and Steps

A timeline for developing policy and garnering public support will be driven by the Executive Branch's decisions on the District's reauthorization posture and whether the District will aim for comprehensive regulation reform or undertake a less ambitious approach by tackling specific issues. Irrespective of whether the District takes a proactive or reactive role, the Rental Accommodations Division (in consultation with the Rental Housing Commission) is compiling a list of legislative amendments to facilitate the administration of the Act and the regulations.

In the 18 months leading up to the Act's expiration date, the agency must research, organize outreach with stakeholders, and coordinate efforts with the Rental Housing Commission, the Office of the Tenant Advocate, the D.C. Housing Authority, the Office of Administrative Hearings, and the Department of Consumer and Regulatory Affairs (collectively Sister Agencies). A rough, proposed timeline is:³

³ Please note this is an estimated timeline and does not account for the Legislative Branch's sessions and recess calendars.

- 08/01/2019–09/15/2019 Obtain guidance and direction from the Executive Branch as to the scope and extent of policy reform.
- 09/15/2019–03/01/2020 Identify all subject matter stakeholders and legal research sources consistent with the best practices of statute drafting to establish a task force with sufficient expertise. Either plan for a comprehensive reform of the Act (possibly including direction from a convened task force. The effort would result in) or a partial list of proposed changes, and compile a list of necessary legislative amendments and process changes from DHCD and its Sister Agencies. Conduct any necessary legal research. Offer feasibility summaries to Consult with Chairperson Bonds after solicitation and receipt of information describing her remaining immediate legislative goals for the preservation and production of affordable housing about her vision and plans for rent regulation reform, before, during and after the reauthorization process, and ensure that the chair's proposed laws are administratively feasible.
- 03/01/2020–09/01/2020 Develop and outline the regulation program. Draft statutory language.
- 07/01/2020–10/01/2020 Conduct outreach sessions with the stakeholder community.
- 10/01/2020–11/30/2020 Incorporate any final policy and legislative revisions.

Conclusion

The Executive Branch must devise a reauthorization strategy and decide the scope and extent of reform to be undertaken. The expiration of the Act presents an opportunity to amend the statute for clear definition of our housing regulation goals in manner that will facilitate our affordable housing objectives, modernize the statute's legislative objectives and purposes to align with the District's current rental housing needs. The Executive Branch must devise a reauthorization strategy and decide the scope and extent of reform to be undertaken.

If you require further information, please contact me on 202-442-4317 or by email.

Butler-Truesdale, Tonya (DHCD)

From: Butler-Truesdale, Tonya (DHCD)
Sent: Thursday, July 18, 2019 1:24 PM
To: Pair, Lauren (DHCD)
Subject: 2019-07-17 Briefing Memo to Director (Draft 01)tmbt comments.docx
Attachments: 2019-07-17 Briefing Memo to Director (Draft 01)tmbt comments.docx

Greetings Lauren,
Here are my thoughts.

Tonya

Tonya M. Butler-Truesdale, Esq.
Rental Property Program Specialist
District of Columbia Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, D.C. 20020
(p) 202-442-7214 | (f) (202) 645-5870
tonya.butler-truesdale@dc.gov
<http://dhcd.dc.gov>



Ex 10

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Mr. Timothy A Brown- Co-Chair

National Automobile Dealers Association

Email: ✕

Phone: (703)407-7456

Mr. Thomas A Lorenzen- Co-Chair

Crowell & Moring LLP

1001 Pennsylvania Ave NW

Washington, DC 20004-2595

United States

Email: ✕

Phone: (202)624-2789

Fax: (202)628-5166

Mr. Daniel W Wolff- Practice Manual Coordinator

Crowell & Moring LLP

1001 Pennsylvania Avenue Nw

Washington, DC 20004-2595

UNITED STATES

Email: ✕

Phone: (202)624-2621

Ms. Tonya M Butler-Truesdale- Community Outreach Coordinator

DC Government Dept. of Housing and Community Development

1800 Martin Luther King Avenue, Se

Washington, DC 20020

UNITED STATES

Email: ✕

Phone: (202)442-7214

Mr. Matthew Brian Henjum- Lawyer to Lawyer Coord.

U.S. Department of Energy, Office of the General Counsel

1000 Independence Ave. SW Address 2

Washington, DC 20585

UNITED STATES

Email: ✕

Phone: 202-586-8709

Mr. Zaheer Arif Maskatia- Connect Coordinator

Department of Veterans Affairs

425 I Street NW

Washington, DC 20009

UNITED STATES

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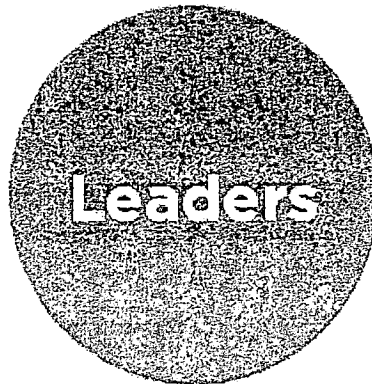
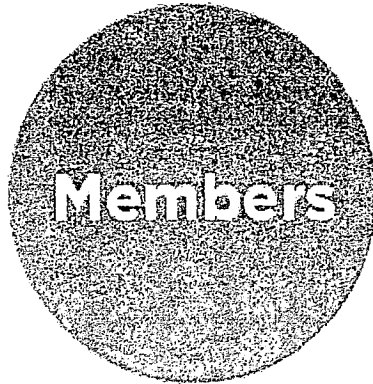
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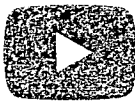
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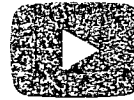
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RENTAL ACCOMMODATIONS DIVISION
RENT CONTROL DATABASE
VENDOR EVALUATIVE CRITERIA

Vendor Qualifications

- 1. List all vendor principals, positions with the organization, and provide resumes, and statements of past projects.
- 2. Describe organization and its projects designed and implemented to-date. List past projects which vendor designed and implemented and the jurisdictions for the past 5 years.
- 3. How long has the vendor been in business?
- 4. Has the vendor worked with other government agencies? If so, which agencies and jurisdictions and in which capacities? Describe the work completed.
- 5. [Ask Rene for pertinent certifications]
- 6. Describe the vendor's most difficult project to-date. Describe challenges and how they were resolved.

Subject Matter Knowledge & Experience

- 7. Describe the vendor's familiarity (including scope of knowledge and experience) with the Rental Housing Act of 1985, as amended and rent control regulation.
- 8. Describe vendor's experience with designing, developing, and implementing a rent control database program.
- 9. How will the *Sawyer* decision re statute of limitations be incorporated?
Whether the refund is limited to 3 years or the refund calculation is limited to 3 years?
(Tenant advocates argue you can go back as far as the rent history documents are available—if a mistake was made in 1999, calculations can be made from that date forward. Landlords argue that everything begins/ends at 3 years—that's the lawful rent.)

Vendor Performance

10. Provide technical support data from end users performance metrics for the past 5 years.

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11. What is the vendor's capacity for volume and scope of all HRA related documents with interrelated fields that may change as new legislation is proposed documents?

12. Describe a system crash for a vendor designed-system and how quickly service is restored.

13. Give examples of situations which caused a system to crash and how those were resolved?

14. What measures will be implemented to prevent data loss? What about data restoration? Cybersecurity?

15. Can the system be designed in a such way that if the vendor goes out of business, the program and data can be further developed, maintained, and administered by the District Government?

16. Demonstrate that the vendor can perform the contract within statutory deadlines? For example, legislation requires that all housing providers reregister within 240 days of the program going live.

17. How many customers kept and renewed the vendor's system after the contract expired? Describe any contracts which were abandoned after development and the reason(s) therefor.

18. What is required for system maintenance? Who will effect those tasks?

19. How will incorrect data be located/captured?

Program Features

20. Will DC Government retain proprietorship over the program and data?

21. Will DC Government retain the data and program on its server(s)?

22. Will the vendor provide ongoing training and technical support for end users and government users?

23. Will the program incorporate mapping and photographs of the subject properties?

24. After the initial launch and implementation of the program, will the program have the capacity and flexibility to incorporate historical data?

25. Can the vendor incorporate data and records currently stored on Filenet?

How will the vendor deal with historical data, particularly filings which are disorganized, illegible, etc.

26. How will historical data from Filenet be incorporated? Will there just be a mere link or will the data be input into the system?

| 27. Will the vendor design a system enabled to add modules, e.g., users entering a portal and download entire rental history, disclosures, and licensure on a property.

Will the vendor provide training? What will ongoing technical support look like?

| 28. To what degree can operational requirements be changed during the contract period?

| 29. How would your company achieve maximum fault tolerance within your proposal budget?

Government of the District of Columbia
Department of Housing and Community Development



Housing Provider Ombudsman
Annual Report for Calendar Year 2019

The rent stabilization laws of the District of Columbia sunset in 2020. Regulations associated with the laws are currently in the final stages of amendment and comment. The Housing Provider Ombudsman office has now been in existence for eleven years. The recommendations in this report are offered in context of these factors.

Introduction

In 2004, the District of Columbia Council directed the Department of Consumer and Regulatory Affairs (DCRA) to create the Housing Provider Ombudsman (HPO) as part of its effort to assist housing providers better navigate and understand the District's affordable housing laws and regulations. In its recommendations report for the fiscal year 2005 budget, the Committee on Consumer and Regulatory Affairs (Committee) cited a critical need for direct technical assistance and education on the District's housing laws for small housing providers. Small housing providers were highlighted as most needing assistance by the Committee following testimony indicating they often could not afford the costs associated with legal counsel with regulatory expertise or other resources necessary to get quality information on the District's rental housing laws and procedures. The subject matter areas cited by the Committee for expanded technical assistance

included the District's rent stabilization program, along with several other programs relating to the preservation of affordable housing.

In response to The Committee's directive, the HPO was first staffed in fiscal year 2008 when the Housing Regulation Administration (HRA) was transferred from DCRA to the Department of Housing and Community Development (DHCD). The HPO is tasked with 3 primary areas of responsibility:

- 1) Provide technical assistance and information to small housing providers on the subject of the District's rental housing laws;
- 2) Conduct outreach and education on the District's rental housing laws for the benefit of small housing providers; and
- 3) Serve as a formal conduit for communication between small housing providers and the District government, specifically HRA.

Information regarding the HPO is available on www.dhcd.dc.gov under the Housing Regulations section. The HPO and can also be reached via telephone at (202) 442-7214 and within DHCD's Housing Resource Center, which is located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020.

Direct Technical Assistance

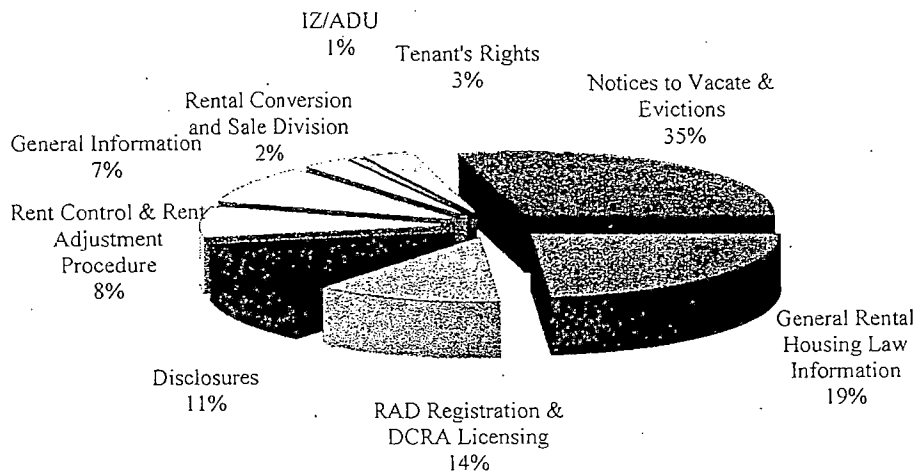
Until September 30, 2018 the HPO was available from 8:30 am to 3:30 pm every business day. The prescribed duties included providing direct technical assistance to housing providers on the law, regulations and procedures governing rent control, the licensing and registration of rental units, rent adjustments under rent control, and the conversion and sale of rental housing. The HPO also helped housing providers understand forms, clarifies policies and procedures, and receives recommendations and concerns. Further, the HPO served as a critical liaison between small housing providers and the District's programs and services. As of October 1, 2018, these duties are fulfilled on an *ad hoc* basis by the Rental Accommodation Division Rental Property Specialist primarily by phone or on an appointment basis. Hence this report was researched and drafted on the personal time of the former Housing Provider Ombudsman due to continuing efforts to provide exceptional service to the agency in both her new and former capacities.

From April 9, 2019 to August 9, 2019, the Rental Accommodation Division Rental Property Specialist responded to two hundred and twenty-seven (227) service contacts initiated by phone. This represents a twenty percent increase in service contacts from 2018. Data captured from service year was abbreviated due to the due to the former HPO's new duties as the Rental Property Specialist beginning on September 30, 2018. Education and outreach contacts both in the Housing Resource Center, two DC Bar events, and Office of the Tenant Advocate Stakeholder meetings exceeded fifty (50) service contacts in 2019 from January to August for a total of well over four-hundred and seventy-seven (477) in person service contacts. This represents an increase of thirty-

three percent in all in phone calls and organized multi-attendance outreach sessions. Approximately seventy percent (70%) of all material inquiries were made via telephone and another twenty percent (20%) were via email. The remaining ten percent (10%) inquiries were addressed by scheduled and unscheduled office visits. The four-hundred and seventy-seven (477) number does not capture all customer interactions requiring either a sit down meeting, procedure or policy guidance or other significant assistance.

Customer inquiries are categorized into nine subject matter classifications.

2019 Distribution of Material Housing Provider Inquiries



Breakout of HPO Material Housing Provider Inquiry Classifications

Traditional inquiries can be categorized by nine separate subject classifications. These classifications are defined below:

▪ Rent Control and Rent Adjustments & Procedure

- 1) Researched and responded to inquiries regarding technical and procedural requirements for setting rents under the rent stabilization program.
- 2) Reviewed the procedures for setting rents under expiring exemptions, vacant properties, new construction, recent rehabilitation and ownership transfers.
- 3) Responded to questions regarding rent adjustments based upon Annual CPI, Vacancy, Substantial Rehabilitation, Capital Improvement, Voluntary Agreement, Changes in Services and Facilities and Hardship.

▪ Notices to Vacate & Evictions

- 1) Provided technical assistance on the procedural elements of the District's eight (8) notices to vacate including: Correct or Vacate, Illegal Acts, Personal Use and Occupancy, Personal Use and Occupancy of a Contract Purchaser, Discontinuance of Use, Demolition, Substantial Rehab, and Repair and Alterations.
- 2) Provided a procedural overview of the eviction process, including the role of notices to vacate, writs of eviction, and U.S. Marshals.

▪ General Rental Housing Law Information

- 1) Recorded and communicated housing provider concerns and recommendations relating to the Reauthorization of the Rental Housing Act of 1985.

- 2) Provided general information on the content of the District's housing laws, including lead based paint, fair housing, the applicability of lease provisions, the housing choice voucher program, and the regulation of security deposits.
- 3) Made inquiries for service and referred cases to outside agencies (e.g. DCRA, Department of the Environment (DDOE), Office of Tenant Advocate (OTA), D.C. Housing Authority (DCHA), D.C. Housing Finance Agency (DCHFA), Office of Administrative Hearings (OAH), and the Bar of the District of Columbia).

Rental Conversion & Sale Division

- 1) Responded to inquiries concerning the conversion and sale of rental units, including Tenant Opportunity to Purchase Act (TOPA) time periods, the requirements of notices of offer of sale, and other conversion and sale matters.
- 2) Assisted with licensing and lease up questions for condominiums and cooperative units.

RAD Registrations & DCRA Licensing

- 1) Assisted housing providers with the procedural requirements for licensing and registering a housing accommodation with the District of Columbia, including Certificates of Occupancy, Basic Business License applications, Clean Hands Certifications, and the Rental Accommodations Division (RAD) Registration/Claim of Exemption.

- 2) Provided technical assistance on the legal and regulatory requirements necessary to register a housing accommodation or housing provider as exempt or excluded.
- 3) Assisted and followed up with DCRA on behalf of housing providers regarding DCRA inspection schedules and requirements.

Tenant Rights

- 1) Responded to inquiries regarding tenants' rights to engage in legally protected activity including rights to organize, distribute flyers, post literature, and submit tenant petitions.
- 2) Responded to inquiries relating to the status, legal basis of, and procedural requirements governing tenant petitions.

* Inclusionary Zoning/Affordable Housing Programs

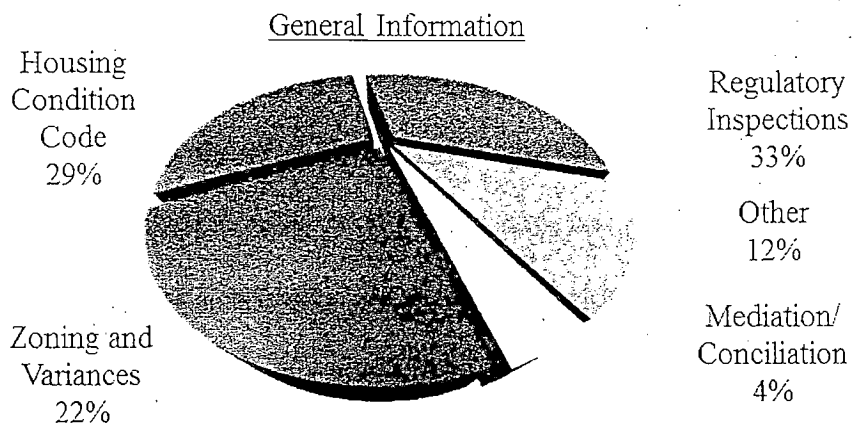
- 1) Provided overviews of the Inclusionary Zoning and Affordable Dwelling Unit programs.
- 2) Researched and responded to inquiries on other District of Columbia affordable housing programs including the District Opportunity to Purchase Act.

* Tenant Disclosures

- 1) Provided overviews of housing provider disclosures to tenants including Applicant Disclosure, New Tenant Disclosure, and Notice of Disclosure forms.
- 2) Researched and responded to technical and procedural housing provider inquiries including requirements for delivery and the validity of electronic notice.

General Information

- 1) Provided clarification regarding the DCHA and DCRA inspection criteria.
- 2) Collaborated regarding housing condition code outreach.
- 3) Facilitated responses regarding zoning and variance processes.
- 4) Other-Fielded general stakeholder suggestions and complaints.
- 5) Discussed mediation and conciliation opportunities.
- 6) Other- Inquiries related to anticipated rulemakings and new legislation.



Consistent with previous report years, approximately thirty percent (30%) of all total HPO inquiries are for General Information, which fall outside of the traditionally promoted functions of the HPO. This highlights the success of efforts to provide liaison services and the continued need for formal collaboration with other governmental agencies and resources. The single deviation from previous years was a second year of increase in communications regarding anticipated legislation, new legislation and participation in rule making activities with the Rental Housing Commission and the Office of Administrative Hearings.

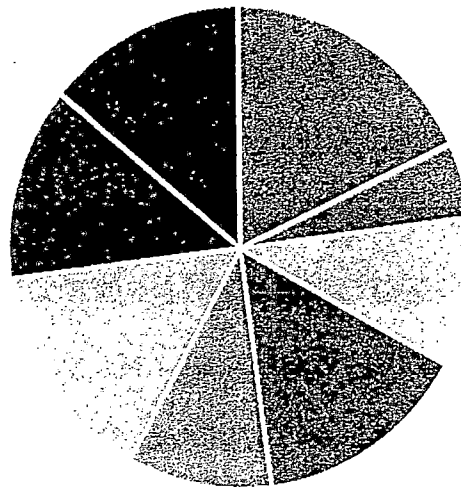
Ward Representation: Inquiries vs. Rental Units

Where inquiries were made by telephone, many callers continue to be reluctant to offer addresses or ward information, especially when questions are related to registration and licensing. However, where addresses were provided, the number of inquiries continued to closely track with the estimated number of rental units located within each Ward in the “Rent Control Report for the District of Columbia”, which was published in June 2011. However, for a second year Ward 6 is no longer over represented at a total of 15%, a 7% reduction in HPO inquiries, now consistent with estimates that it houses 13% of the District’s rental units. The former over representation of calls may be the result of a drastic increase in rental housing units in the SW, Navy Yard and Water Front corridors. Ward 3 inquiries also stabilized at the 2018 dramatic increase of 10% of HPO inquiries received seemingly due to continued organized activities from the elder tenants seeking to participate in any rule making activities and comment on rapid rehousing tenants in developments along the Connecticut Avenue, NW rental corridor. The Ward 1 office engagement increased by 1% to 19%. Call percentages increased in Calls continued to decrease in Ward 2 by 2%. Only Ward 5 calls decreased by 2%. Calls increased in Ward 7 and Ward 8 by one to two percent with no obvious explanation available to the Ombudsman. Calls from Ward 4 rental housing decreased by 2%.

Ward 1	19%
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Ward 2	4%
Ward 3	10%
Ward 4	13%
Ward 5	8%
Ward 6	15%
Ward 7	15%
Ward 8	15%

Calls



■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4 ■ Ward 5 ■ Ward 6 ■ Ward 7 ■ Ward 8 ■

Outreach and Education

To assist small housing providers better understand the District’s rental housing laws, the HPO and other HRA staff conduct both public education and outreach events as well as

educational sessions for individuals and small groups of housing providers. Though any member of the public may attend, these events are designed to provide information tailored and marketed to small housing providers.

Due new duties as the Rental Accommodation Division Rental Property Specialist, the HPO conducted only 3 public education and outreach events attended by approximately 40 customers in 2019. Attendees included housing providers, realtors, agents, property managers, tenants, Department of Human Services employees, and staff from DHCD and other District agencies. The HPO events were held DHCD. Start times were scheduled both during business hours and to accommodate as broad a spectrum of stakeholders as possible. Print outs of the presentations were made available to all attendees during the event, and afterwards via email. Covered topics included:

- 1) Registration and licensing procedures for rental housing;
- 2) Rent adjustment law and procedure;
- 3) Laws and procedure governing notices to vacate and evictions;
- 4) The Tenant Opportunity to Purchase Act;
- 5) DHCD Annual Housing Expo; and,
- 6) Legislative Updates.

Liaison for Small Housing Provider

Finally, and perhaps most importantly, the HPO plays the critical role of liaison between housing providers and the District government, specifically HRA. The current role can be divided into four elements.

First, the HPO serves as a point of contact for the education of potentially misinformed or misguided housing providers. The HPO is also available to District agencies to assist in the communication of correct rental housing laws, regulations or procedures upon request. As part of this service, District agencies can request that the HPO educate and follow up with housing providers who they suspect may not be complying with the District's rental housing laws. Requests for assistance from DHCD, other parts of RAD, and various DHCD community-based organizations are common.

Second, the HPO is a vector point for District services. Housing providers seeking assistance or services offered by the District can contact the HPO for referral and follow up assistance. Referrals to personnel within DCRA, DDOE, DCHA, DCHFA, OAH, OTA and offices within branches of the Superior Court of the District of Columbia, among others, take place on a regular basis.

Third, the HPO is responsible for expanding housing provider awareness regarding changes to relevant HRA policy and District of Columbia statutes and regulations. Updates are provided as part of the HPO's ongoing series of monthly educational events and in response to housing provider inquiries and comments.

Fourth, the HPO is tasked with communicating the concerns and recommendations of housing providers to DHCD staff. To support that task, the HPO is included in many HRA departmental level activities. The HPO attends all weekly HRA staff meetings. The HPO also participates in departmental reviews of proposed legislative and regulatory amendments.

Going Forward

The rent stabilization laws of the District of Columbia sunset in 2020. Regulations associated with the laws are currently in the final stages of amendment and comment. The Housing Provider Ombudsman office has now been in existence for eleven years. In October of 2018, the most recent HPO accepted a lateral position within the Housing Regulation Administration. The recommendations in this report are offered in context of these factors.

To date, although the Rent Administrator initiated the hiring and recruitment process, there is no ongoing search for a replacement. HRA is working to avoid any continuing delay in the selection of a proper candidate to facilitate RAD functions as new laws are introduced and stakeholder engagement is required to maximize compliance with new registration procedures due to the RAD registration database soon to be developed. While the former ombudsman continues to take housing provider calls and appointments, as required, the most important duties cannot effectively be truncated into her new role as

some stakeholder needs conflict with her new duties as a regulator. The absence of an employee dedicated to:

- Expansion of education and outreach series through additional collaborations with DHCD divisions and sister agencies in the economic, housing, safety and health clusters;
- Networking with other District of Columbia and municipal ombudsmen to further identify best practices;
- Exploring the merits and challenges to create a certification component for housing providers who complete specific Housing Regulation Administration training sessions;
- Assisting agency management in determining appropriate changes to assure that the HPO is utilized to its maximum potential by suggesting appropriate staffing and responsibility expansions necessary to serve the expanding needs of stakeholders;
- Exploring training enhancements offered by recording educational outreach session to be linked to the DHCD website and made available for viewing in the Housing Resource Center;
- Resourcing effective outreach collaborations with non-governmental partners; and,
- Consistently expanding outreach capacity and services to ensure that stakeholder education about the District's rental housing laws continues to promote understanding and compliance with the laws' policy objectives.

vastly compromise DHCD's ability to efficiently collect and effectively utilize complaint data to identify Housing Regulation Administration stakeholder needs and maximize performance gains before deficiencies become systemic.

Currently, RAD is determining whether the Housing Regulation Administration would be better served by a liaison than an ombudsman. An ombudsman is required to function independent of oversight by the unit about which he or she receives and analyzes complaints. Classical, organizational and various hybrid ombudsman models typically report directly to executive staff. DHCD has determined that a different reporting structure must be employed and requires that the ombudsman report to one of the regulatory administrators with Housing Regulation Administration, the division about which complaints and suggestions would concern. For these reasons utilization of the position title of liaison should be further explored in conjunction with amendments to the position description to reflect Housing Regulation Administration performance improvements, new leadership, new regulations, a new database and new stakeholder needs consistent with recent legislation and any future changes made after the current law sunsets.

Finally, an ombudsman is expected to release reports to the public on compliance and performance deficits, progress improvements and enumerate continuing areas for agency growth. In a regulatory setting these duties are critical. For purposes of efficiency they can be incorporated into the duties of a "Housing Provider Affairs and Outreach Liaison" and possibly modeled after the duties of one of two liaisons at the Office of the Peoples' Counsel, a sister regulatory agency whose regulatory mission most closely matches that

of the Housing Regulation Administration. The Office of the People Counsel (OCP) regulates utility services and supports the duties of the Public Service Commission in a manner similar to RAD's relationship with OAH and the Rental Housing Commission. The OCP Consumer Outreach and Education Liaison is a grade 14.

The Rental Accommodation Division is currently staffed by the Rent Administrator, nine full-time employees (FTEs) and one contractor. While there is no existing organizational chart for the Housing Regulation Administration (HRA) or the Rental Accommodation Division (RAD) available to this writer, it is assumed that there are three licensed attorneys in RAD and seven administrative staff persons utilizing skill sets substantially similar to paralegals in DC Consumer and Regulatory Affairs, the Department of Insurance, Securities and Banking, the Department of Energy and the Environment and the Office of the Peoples Counsel. RAD's staff serve in the following capacities:

- Rent Administrator, (1)
- Independent Administrative Services Contractor (1).
- Program Support Specialist, (1);
- Rental Property Program Specialists, (2);
- Program Specialists ((2)1 is provided by detail from another division and has only been in HRA for 5 months); and,
- Contact Representatives, (4);

Eighty percent of the employees of RAD were on staff when Housing Regulation Administration was moved from DCRA to DHCD. The majority of their regulatory support counterparts who remained at DCRA are grade 11 and grade 12 paralegal specialist because their regulatory tasks also requires knowledge of the law in addition to legal and adjudicative procedures. RAD Program Support Specialist, Program Specialist, and Contact Representatives serve rental housing consumers and housing providers in the same regulatory manner as Consumer Services Division of the Office of the Peoples' Counsel. However, DHCD contact representatives have added duties related to the repository tasks of RAD, adjudicatory docket tasks for OAH Tenant Petition in addition to tasks related to the filing of various Housing Provider petitions and registration.

Of critical concern is the fact that the administrative staff of RAD, serving in capacity of both paralegal and repository services, has an average agency tenure of over 23 years. The median years of service to the agency for this staff is 27 years. This fact means that RAD is in danger of a high percentage of retirement within the large veteran ranks of the staff within a four-year period. Three out of the six staff who provide repository and paralegal services under the erroneous classification code of 301 have served the agency in excess of 32 years. They are compensated at a grade 9 with the exception of the program support specialist who is compensated at a grade 11. Their retirements are eminent and remaining staff has an average tenure of 14 years creating a second wave of retirement candidates that leaves one RAD employee with only three years of experience in RAD.

By comparison, the 3 RAD staff performing regulatory tasks and providing legal advice for the benefit of enforcement of the Act have an average tenure within HRA of 12 years and a median of 13 years of service. Hence, RAD has to focus on effective recruitment and proper classification of new employees in order to attract qualified candidates from sister agencies within DC or government agencies with similar missions in rent control jurisdictions. This task will be complicated by the failure to compensate RAD staff commensurate with employees from DCRA and OPC. DCRA staff performing similar regulatory licensing assistance and compliance functions are compensated at grades 11 and 12.

Other divisions in HRA have a higher percentage of newer recruits, more practice at properly on-boarding new employees and a lower risk of losing institutional knowledge in a retirement drain or attrition anomaly. Their front-line employees are Housing Regulations Specialists and Program Specialists who are compensated at grades 11 and 12. Therefore these individuals will not explore lateral opportunities within HRA and HRA will not foster employees who have been cross trained for future positions requiring broad housing regulation exposure and experience.

RAD Rental Property Program Specialists perform Attorney Advisor duties to support the Rent Administrator and are her sole source of regulatory counsel. The tasks performed by the Rent Administrator's regulatory counsel cannot be legally performed by individuals who are not members of the District of Columbia bar since the position description indicates that the incumbent must:

1. Administer statutes, regulations, and legislation;

2. Provide expert technical advice;
3. Draft and develop legislation, regulations and policies;
4. Review, research and apply governing laws regulations, policies and procedures related to compliance;
5. Conduct legal research to support legal decision making;
6. Furnish statutory requirements;
7. Interpret policy and legislative intent;
8. Assist stakeholders in understanding and complying with governing laws, regulations, procedures and policies;
9. Ensure that RAD policies remain consistent with changes in laws, regulations, etc.;
10. Discuss and explain complex code provisions;
11. Maintain expert knowledge of and legislative objectives and regulatory principles of the Rental Housing Act in a manner sufficient to advise the agency, Rent Administrator, the Rental Housing Commission, the Office of Administrative Hearings, the Office of the Tenant Advocate and other divisions of HRA;
12. Author determinations based on complex causes of action based on statutory and regulatory provisions;
13. Evaluate new and modified legislation;
14. Recommend improvements for implementing legislation;
15. Provide written and oral communications for legal analyses and administrative orders;

16. Keep the Rent Administrator informed of potentially controversial legal and statutory issues;
17. Exercise sound judgment consistent with District of Columbia and Federal laws and attendant regulations impacting the regulation of affordable housing;
18. Exercise sound judgment in interpreting and adopting policies, regulations, precedents and specific causes of action;
19. Successfully complete projects involving legal research, complaint evaluation, regulatory compliance, real estate law, construction law, retaliation, coercion, contract law and substantive analyses and applications of relevant statutes and regulations;
20. Navigate issues complicated by conflicting and inconsistent data and changes in regulations, legislation and policies; and,
21. Provide expert analyses, evaluation, and advice on complex rental property issues in a persuasive and diplomatic manner.

DHCD's position description for the Rental Property Program Specialist contains in excess of 21 legal task duties supporting internal counsel needs, many of which must be performed simultaneous with cunning expertise. This fact obliterates a rational conclusion that the agency does not reasonable expect that it is receiving such advice and counsel from a person authorized to practice law in the District of Columbia. District of Columbia Court of Appeals Rule 49 reads and relevant part as follows:

IN GENERAL. Except as otherwise permitted by these rules, no person may engage in the practice of law in the District of Columbia or in any manner hold out as authorized or competent to practice law in the

District of Columbia unless enrolled as an active member of the D.C. Bar.

(b) DEFINITIONS. The following definitions apply to this rule:

(1) "Person" means any individual, group of individuals, firm, unincorporated association, partnership, corporation, mutual company, joint stock company, trust, trustee, receiver, or other legal or business entity.

(2) "Practice of law" means providing professional legal advice or services where there is a client relationship of trust or reliance. One is presumed to be practicing law when engaging in any of the following conduct on behalf of another:

(A) preparing any legal document, including:

- a deed;
- a mortgage;
- an assignment;
- a discharge;
- a lease;
- a trust instrument;
- an instrument intended to affect interests in real or personal property;
- a will;
- a codicil;
- an instrument intended to affect the disposition of property of

decedents' estates

- an instrument intended to affect or secure legal rights; and
- a contract except a routine agreement incidental to a regular course of business;

(B) preparing or expressing a legal opinion;

(C) appearing or acting as an attorney in any tribunal;

(D) preparing any claim, demand, or pleading of any kind, or any written document containing legal argument or interpretation of law, for filing in any court, administrative agency, or other tribunal;

(E) providing advice or counsel as to how an activity described in Rule 49 (b)(2)(A)-(D) might be done, or whether it was done, in accordance with applicable law; or

(F) furnishing an attorney or attorneys, or other persons, to render the services described in Rule 49 (b)(2)(A)-(E).

(3) "In the District of Columbia" means conduct in, or conduct from an office or location within, the District of Columbia.

It is therefore recommended that DHCD immediately correct the pay plan, United States Office of Personnel Management (OPM) occupation code, District of Columbia Government position title, pay scale where appropriate and compensation retroactively to reflect the actual duties as described for all RAD employees. Future talent recruitment, retention and identification of career paths are dependent on the immediate correction and

failure to immediately address these issues detrimentally impact the mission of promoting effective regulation for the sustained promotion of affordable housing. DHCD has a history of erroneous application of the 0301 Occupational Code for positions involving regulatory, legal and paralegal tasks. although in some instances DCHR has indicated that the proper Occupational Code is 1101. This writer's current occupational code is listed as 0077 on DHCD's Employee Self Serve database. Regrettably, the 0077 Occupation Code is often reserved for interns serving in miscellaneous capacities and the 0000 job family job family includes occupations in the penal correction, funeral directing, park ranger, finger print identification and security administration series. The 301 Occupation Code is utilized in the General, Administrative, Clerical, and Office Services Group for Miscellaneous Administration and Programming.

The December 2018 Handbook of Occupational Groups and Families published by the US Office of Personnel Management indicates that the GS 300 Series a,

...group includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature. (see page 36)

The 0300 family series does not capture the command RAD staff must have of complex Rental Housing laws, regulations, policies and agency practices. The OPM Position Classification Flysheet for GS-301 indicates that agencies should avoid the following exclusions:

1. Positions that involve work for which a specific series exists. Such positions should be classified in the appropriate specific series, e.g., the Management and Program Analysis Series, GS-0343, the Quality Assurance Series, GS-1910.

2. Positions which cannot be identified with a specific series but are covered by another occupational group that has a general or miscellaneous series. Such positions should be classified in that series, e.g., the General Business and Industry Series, GS-1101.

3. Positions which include work covered by two or more professional series (e.g., Aerospace Engineering Series, GS-0861, and Mathematics Series, GS-1520) and requiring employees with professional qualifications should be classified in the appropriate professional series.

4. Positions which include work covered by a professional series (e.g., Electronics Engineering Series, GS-0855) and a nonprofessional series, (e.g., Information Technology Management Series, GS-2210) and recurring professional qualifications should be classified in the professional series. U.S. Office of Personnel Management 2

Miscellaneous Administration and Program Series, GS-0301 TS-34
January 1979

5. Work which involves responsibility for providing a combination of various management services such as personnel, budget, and management analysis should be classified in the Administrative Officer Series, GS-0341.

6. Positions that primarily involve (one-grade interval) clerk, assistant, or technician work for which there is no appropriate series. Such positions should be classified in the Miscellaneous Clerk and Assistant Series, GS-0303.

The GS-1100 series is for occupational tasks specific to business and industry groups and is described as including,

all classes of positions the duties of which are to advise on, administer, supervise, or perform work pertaining to and **requiring a knowledge of business and trade practices**, characteristics and use of equipment, products, or **property**, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the establishment and maintenance of contacts with industry and commerce; **the provision of advisory services**; the examination and appraisal of merchandise or property; and **the administration of regulatory provisions and controls.** (See page 85) (Emphasis Added)

Occupational Code 1170, the Realty Series includes positions where,

...the primary duties of which are to perform, advise on, plan, or direct one or more of the following functions: (1) **acquisition of real property**; (2) **management of real property** in (a) the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (b) preparation for disposal; or (3) **disposal of real property**. **The work requires a knowledge of real estate laws, principles, practices, and markets.** (See page 89) (Emphasis Added)

Occupational Code 1170 closely reflects the duties of the RAD Program Support Specialist); two RAD Program Specialists; and, four Contact Representatives but Occupational Code 0950 which reads,

This series covers positions not requiring professional legal competence that **involve various legal assistance duties**, of a type not classifiable in some other series in the Legal and Kindred Group, in connection with functions such as hearings, appeals, litigation, or **advisory services**. The specialists analyze the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs; conduct research for the preparation of legal opinions on matters of interest to the agency; **perform substantive legal analysis of requests for information under the provisions of various acts**; or other similar legal support functions that require discretion and independent judgment in the application of a **specialized knowledge of laws, precedent decisions, regulations, agency policies and practices, and**

judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this series are legal, some positions also require a practical knowledge of subject matter areas related to the agency's substantive programs. (See page 76) (Emphasis Added)

is appropriate because it recognized the command our staff must have of subject matter areas related to the agency's substantive programs.

Occupational Code 0962 for the Contact Representative Series which reads,

This series covers one-grade interval administrative support positions that supervise, lead, or perform support and related work in connection with:

- dispersing information to the public on rights, benefits, privileges, or obligations under a body of law;
- explaining pertinent legal provisions, regulations, and related administrative practices, and their application to specific cases; and
- assisting individuals in developing needed evidence and preparing required documents or in resolving errors, delays, or other problems in obtaining benefits or fulfilling obligations.

is most appropriate because of the legal and regulatory mission of RAD. The U.S. Office of Personnel Management GS-901 for General Legal and Kindred Administration describes the title of Contact Representation for the performance of administrative work concerning benefits and services available to the public. (See Position Classification Flysheet for General Legal and Kindred Administration Series GS-0091, page 3) Our contact representatives and program staff are front line point of contacts in the Housing Resource Center where citizens, developers, real estate licensees, property managers and businessmen arrive for information on all services offered by DHCD.

RAD staff providing legal counsel to the Rent Administrator should be converted to the Legal Services pay scale assigned Occupational Code 0905 which reads,

This series covers professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; **rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive**

recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials.

Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. **The work of this series requires admission to the bar.**

RAD's sister agency The Office of the People's Counsel is lead by The People's Counsel, a mayoral appointee. The People's Counsel is compensated on an LS pay scale. Yet the Rent Administrator who is also a mayoral appointee and regulator is on the ES pay scale. The establishment of internal equity within HRA, DHCD with all DC government operations with a regulatory function will permit RAD to compete for superior talent and enhance job value for current employees thereby proactively addressing retention of vital staff critical to the mission of preserving affordable housing. Conversion to the proper pay scale will permit RAD attorneys to attend OAG training opportunities related to the HRA mission and facilitate recruitment of future talent who will also be held to the additional ethical obligations of DC government attorneys. Employee morale, motivation and ability to identify career paths is critical to HRA's regulatory mission and should be addressed prior to the recruitment of a liaison for the

former ombudsman FTE simultaneous with and simultaneous with RAD's participation in continued regulatory and legislative initiatives so that we ensure that RAD has recruits and retains competent personnel to satisfy identified regulatory tools to enhance performance of the mission of HRA.

Hence, for purposes of efficiency the writer encourages an immediate review employee classifications and consultation with human resources to plan for future recruitment in a competitive manner.

If you have comments regarding this annual report or a housing provider related inquiry contact the Rental Property Specialist via telephone at (202) 442-7214 or email tonya.butler-truesdale@dc.gov. You may also visit DHCD's Housing Resource Center located at 1800 Martin Luther King Jr. Avenue, SE, Washington, D.C. 20020 with an appointment.

Annual Performance Document

- Acknowledge

Tonya Butler-Truesdale

Job Title: Rental Property Program Spec	Manager: Lauren Pair
Document Type: Annual Performance Document	Period: 10/01/2017 - 09/30/2018
Template: Non Supervisor Template	Document ID: 292141
Status: Review Held	Due Date: 08/13/2018

The document status is "Review Held". If you are ready to acknowledge the document review, click the "Acknowledge Review" button.

Section 1 - Competencies

Competency: Communication Skills

Description:

Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale possesses excellent communication skills. She routinely, effectively, and clearly conveys technical and substantive information to the public, readily explaining complex rights and requirements. She provides oral and written guidance and correspondence, consistently producing an excellent work product. She effectively communicates with her supervisor by providing updates and guidance. Ms. Butler-Truesdale is also innovative and seeks creative solutions for complex problems.

Employee Rating: 5 Role Model

Employee Comments: Tonya has demonstrated excellence in communication in various settings and with a variety of audiences. Many of her core task require adult education instructional components of legal principles and practices related to regulatory issues. She has consistently participated in the review and development of materials required for outreach and the expansion of compliance goals amongst multiple types of stakeholders. She excels at being aware of her audience and meeting their property management goals in a time efficient manner. This is an advanced skill since the regulatory subject matter is statutory, regulatory or judicial and many of the stakeholders are not legally trained.

Description:

Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale has strong customer service skills and strives to be professional and diligent about responding to clients. She demonstrates strong interpersonal skills and is adept at building relationships with clients, co-workers, and internal and external stakeholders. Ms. Butler-Truesdale conducted multiple community outreach sessions on the Rental Housing Act during the performance year.

Employee Rating: 5 Role Model

Employee Comments: Tonya typically exceeds customer engagement goals while also using resources wisely. She continues to educate herself on best practices in housing regulation across multiple agencies and sectors. She has also been proactive in identifying resource partners for outreach efficiency which augments the stakeholders engagement with her.

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Description:

Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale's attitude and excellent work product manifest the District's and agency's mission, visions, and values. She understands the interrelation of the division's business with other agencies and within DHCD and is mindful of her responsibility to uphold housing laws. Ms. Butler-

Truesdale also brings her knowledge and expertise of other District agencies' process and procedures to assist division operations and clients.

Employee Rating: 5 Role Model

Employee Comments: Tonya has taken the initiative to explore the missions of various divisions within the agency and consistently engages in network opportunities with other DC Government agencies, regulators and adjudicators. This practice has enabled her to make valuable governance and administrative suggestions at the appropriate time. She is self-motivated, curious and goal oriented.

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Description:

Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale demonstrates a strong work ethic. She is responsible, thorough, and handles a varied and heavy caseload. Ms. Butler-Truesdale is trustworthy, self-motivated, and resourceful.

Employee Rating: 5 Role Model

Employee Comments: Tonya manages her assignments well and uses resources wisely. She appreciates schedules has committed to using more technology and less paper to manage appointments, create agendas and provide project updates. She looks forward to integrated her advanced project management skills with technology in the coming performance year.

Created By : Template 06/19/2018 12:12PM

Description:

Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses,

becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale has attained a high level of expertise in rental housing law, regulation, and caselaw. She utilizes her problem-solving and analytical skills to create correct and satisfactory outcomes. She is a trusted, supportive, and skilled adviser to the rent administrator and is vital in improving division operations. Ms. Butler-Truesdale actively hones her skillset by taking workforce development classes and continuing legal education.

Employee Rating: 5 Role Model

Employee Comments: Tonya has attended DC Bar CLE sessions and DCHR training while maintaining licensures. She has an intellectual interest in administrative law, governance and housing policy. In the last 24 months she accepted many assignments outside of HRA to expand her comprehensive knowledge of the agency and this initiative has also enhanced her knowledge of governance and agency administrative procedures.

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06/19/2018 12:12PM

Manager Rating: 4 Highly Effective Performer 4.00

Summary Weight: 50%

Employee Rating: 5 Role Model

Section 2 - S.M.A.R.T. Goals

2.1.1. Review and create division forms

Description:

Review and markup and create division forms to reflect current law, policy, process, and procedures. Work with the rent administrator to coordinate review by the Rental Housing Commission and other sister agencies, as necessary. Also work with the rent administrator for implementation, including legal sufficiency review, promulgating the revised forms, and revising or developing policies and processes.

- Due Date : 09/30/2018

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment because of a change in the project parameters outside of her control. Additionally, her attention was focused on an interagency regulations update and review. The project is ongoing

Employee Rating: 5 Role Model

Employee Comments: Tonya spent several months working in collaboration with the OTA, RHC and OAH to revise the rental housing regulations. This experience enhanced her understanding of opportunities for improvement in the promulgation process and the forms as currently used. As more legislation is proposed, she will be a valuable asset to the continued revision of forms, policy development, and process selection.

Created By: Template 06/19/2018 12:12PM

Last Modified By: Lauren Pair 06/19/2018 12:28PM

Description:

In consultation with the rent administrator, develop an RAD records retention policy. The policy must incorporate policies and guidelines set by the agency, the D.C. Office of the Secretary, D.C. Superior Court, the Rental Housing Commission, and the Office of Administrative Hearings.

- Due Date : 09/30/2018

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment because of a change in the project parameters outside of her control. Additionally, her attention was focused on an interagency regulations update and review. The project is ongoing

Employee Rating: 5 Role Model

Employee Comments: Tonya completed research on HUD and OAH record retention policies that may be helpful to the accomplishment of this goal. The completion the goal was delayed by the employment of an agency-wide policy under consideration by senior management.

Created By : Template 06/19/2018 12:12PM

Last Modified By : Lauren Pair 06/19/2018 12:28PM

06/19/2018 12:28PM

Description:

Develop and teach at least 2 internal training sessions for RAD staff based on legislative and caselaw developments, conducting a minimum of two sessions during the performance year. (Maybe developed and taught in conjunction with the rental property specialists.)

- Due Date : 09/30/2018

Manager Rating: 3 Valued Performer 3.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment. The project is ongoing.

Employee Rating: 5 Role Model

Employee Comments: Tonya has participated in a fully engaged manner in all agency-wide training and is prepared to complete the legislative goal in her new position although the task/goal was assigned less than four months before the end of the performance year due to two consecutive changes in supervision and duties. She asks that she be given full credit for meeting this goals since the City Council is now engaged in extensive legislative actions impacting this session, she and her counterpart might acheive this goal more efficiently near the end of current legislative session when policy objectives are better defined.

Created By : Template 06/19/2018 12:12PM

Last Modified By : Lauren Pair 06/19/2018 12:29PM

06/19/2018 12:29PM

Description:

Attend at least two workforce development trainings or seminars (other than mandatory training for agency staff) during the performance year. One class must be computer-related;

the second class is an elective.

- Due Date : 09/30/2018

Manager Rating: 5 Role Model 5.00
Weight: 25%

Manager Comments: Ms. Butler-Truesdale completed several trainings during the performance year.

Employee Rating: 4 Highly Effective Performer

Employee Comments: Tonya attended three workforce development courses and completed all required on-line training.

Created By : Lauren Pair 06/19/2018 12:29PM

Manager Rating: 4 Highly Effective Performer 4.00 Summary Weight: 50%
Employee Rating: 5 Role Model

Section 3 - Individual Development Plan

How?:

Attend at least one legal education seminar during the performance year

Manager Comments: Ms. Butler-Truesdale attended two legal education seminars during the performance year.

Employee Comments: Tonya attended two legal education seminars.

Created By : Template 06/19/2018 12:12PM

Last Modified By : Lauren Pair 06/19/2018 12:30PM

How?:

Stay abreast of local and regional real estate and business developments by reading news articles, attending events, etc.

Manager Comments: Ms. Butler-Truesdale consistently stays abreast of current events and developments and regularly reports her findings to her supervisor.

Employee Comments: Tonya is abreast of regional real estate and business developments and regularly forwards articles of interest.

Created By : Lauren Pair 06/19/2018 12:30PM

Section 4 - Mid-Year Review Progress

Description:

06/18/2018: held Mid Year Review discussion. Discussed performance plan; employee expressed no concerns.

Created By : Template 06/19/2018 12:12PM

Last Modified By : Lauren Pair 06/19/2018 12:32PM

Manager Comments:
No Mid-Year Review comments.

Section 5 - Overall Summary

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments:

Ms. Butler-Truesdale continues to be a vital asset to the division. She is collegial and strives to make positive and impactful contributions to the division and customers. Ms. Butler-Truesdale is always willing to take an extra step to research and resolve a controversy or contested case before the matter escalates, causing involved parties to incur additional costs. She is supportive of division operations and makes positive and thoughtful contributions.

Employee Rating: 5 Role Model

Employee Comments:

I look forward to serving the District of Columbia by assisting the Rent Administrator in the identification and possible implementation of ideal rent stabilization objectives and methodologies for consideration by the executive and legislative branch. I am grateful for the opportunity to further advance my housing regulation expertise and look forward to assisting in the expansion of housing cost equilibrium across income sectors in the District of Columbia housing market.

Section 6 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Lauren Pair
Date

Created By :	Lauren Pair	06/19/2018 12:12:58PM
Last Modified By :	Lauren Pair	11/14/2018 1:20:50PM

Annual Performance Document

- Completed

Tonya Butler-Truesdale

Job Title: Housing Provider Ombudsman
 Document Type: Annual Performance Document
 Template: Non Supervisor Template
 Status: Completed

Manager: Allison Ladd
 Period: 10/01/2014 - 09/30/2015
 Document ID: 206977
 Due Date: 09/15/2015

The document status is "Completed".

Section 1 - Competencies

Description: Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya effectively communicates agency's mission and goals in a clear and concise manner.

Description: Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya effectively partners with internal and external customers to provide quality service.

Description: Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya utilizes and leverages his knowledge of the agency and the District of Columbia's goals to execute his duties and goals.

Description: Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya demonstrates his personal responsibility for ensure the completion of work assignments, as prescribed.

Description: Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya exhibits an understanding and knowledge of the profession.

Manager Rating: 4 Highly Effective Performer 4.40
Summary Weight: 50%

Section 2 - S.M.A.R.T. Goals

Description: Continued development of partnership opportunities with outside agencies. Planned agencies/programs of joint programming engagement may include DDOE, DCRA, DCHA, OAH, OTA, DISB DC Superior Court, DC Bar Landlord Tenant Resource Center, local Universities, real estate investment groups, real estate brokerages and, Bank on DC. Create exclusive outreach events for 2016.

- Due Date : 09/30/2015

Manager Rating: 4 Highly Effective Performer 4.00

Weight: 30%

Manager Comments: Tonya is a talented employee who met the goals above.

Description: Ongoing HPO initiated outreach to small housing providers by telephone, email and through in-person meetings. Goal of 50 discrete outreach occurrences through the fiscal year.

- Due Date : 09/30/2015

Manager Rating: 5 Role Model 5.00

Weight: 35%

Manager Comments: Tonya is a talented employee who met the goals above.

Description: Increase outreach to all non-governmental stakeholders including, but not limited to, real estate brokers, AOBA and, real estate management companies through visitation to housing accommodations and requesting appointments with community managers, leasing agents and building managers.

- Due Date : 09/30/2015

Manager Rating: 5 Role Model 5.00

Weight: 35%

Manager Comments: Tonya is a talented employee who met the goals above.

Manager Rating: 5 Role Model	4.70
Summary Weight: 50%	

Section 3 - Individual Development Plan

How?:

Manager Comments: n/a

Section 4 - Mid-Year Review Progress

Description:

Manager Comments: n/a

Section 5 -

- Status: Not Applicable

Section 6 - Overall Summary

Manager Rating: 5 Role Model 4.55

Manager Comments: Tonya is a talented employee and it is a pleasure working with her at DHCD.

Section 7 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Allison Ladd
Date

Section 8 - Employee Comments

Employee Comments:

Created By :	Nathan Simms	10/16/2014 3:23:56PM
Last Modified By :	Allison Ladd	03/28/2016 9:17:46AM

Annual Performance Document

- Completed

Tonya Butler-Truesdale

Job Title: Housing Provider Ombudsman
Document Type: Annual Performance Document
Template: Non Supervisor Template
Status: Completed

Manager: Allison Ladd
Period: 10/01/2013 - 09/30/2014
Document ID: 201789
Due Date: 09/15/2014

The document status is "Completed".

Section 1 - Competencies

Description: Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 5 Role Model 5.00

Manager Comments: In addition to numerous outreach events completed annually at DHCD and various real estate and property management local venues, the Tonya has made engaging changes to the presentation power points utilized by her office. These changes have facilitated stakeholder engagement and retention of key licensing and registration facts. She has also expanded information sharing within HRA and OTA by scanning news resources daily for all pertinent news articles related to the District of Columbia rental housing stock. Each of these endeavors has been done in a manner which articulates the agency mission and goals.

Description: Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has continued to excel in customer engagement with patterns of extensive accessibility, knowledge of stakeholder needs, persistently courteous behavior and exceeded independently established high standards of stakeholder satisfaction during a critical period in municipal residential rental property policy scrutiny.

Description: Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has consistently remained aware of vision, mission and values impacting her duties and responsibilities in a manner that reflects positively on the District of Columbia Government overall and has demonstrated in enthusiasm in goal identification and attainment as it relates to her department.

Description: Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has demonstrated superior executive functioning skills through the efficient use of resources including time management, collaborative efforts and the continuing development of rental housing policy mission related networks. Her resourcefulness is demonstrated by the new partnership efforts she initiated this summer with Casey Trees in order to facilitate viable ecological projects for stakeholders engaged Voluntary Agreement negotiations with tenants.

Description: Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has completed several four courses offered by DCHR to enhance the performance of her duties. She has identified providers and requested funds for ombudsman certification. Tonya has also maintained contact with other existing municipal ombudsman for purposes of continuing education and professional development.

Manager Rating: 5 Role Model 5.00
 Summary Weight: 50%

Section 2 - S.M.A.R.T. Goals

Description: Coordinate with one or more agency to develop materials intended to educate stakeholders on housing in the District.

- Due Date : 09/30/2014

Manager Rating: 5 Role Model 5.00

Weight: 40%

Manager Comments:

Tonya continued annual coordination with DCHA Landlord Advisory Council and the DCHA Ombudsman for the promotion of materials updated by the Rent Administration on registration and licensing to address any compliance ambiguity for housing providers with subsidized tenants. The collaborative events were well attended and the updated materials were successfully distributed to large audiences of targeted stakeholders.

Description: Conduct at least 4 stakeholder outreach events intended to educate stakeholders on housing related matters in the District.

- Due Date : 09/30/2014

Manager Rating: 5 Role Model 5.00

Weight: 40%

Manager Comments:

Tonya exceeded the office goals in stakeholder outreach sessions by engaging with Realtors within their own brokerages at weekly meetings and by a series of office drop-in dates. Stakeholders have been highly responsive to these engaging events and many attendees have followed up by attending monthly HRA outreach events here in the Housing Resource Center. Attendee feedback on all events has been positive and she has worked with other members of HRA to propose the taping of future events to facilitate stakeholder access of information delivered at outreach events.

Description: Examine the legislative and programmatic documents regarding the establishment and operation of the HPO and compare it with the legislative and executive goals of the HPO. If there are functional discrepancies, create a feasibility plan with timelines and recommended next steps.

- Due Date : 09/30/2014

Manager Rating: 5 Role Model 5.00

Weight: 20%

Manager Comments:

The Ombudsman has examined the functional discrepancies between the legislation establishing the HPO and the current operation of the office. Recommendations and timelines have been identified in a report entitled,

"What Is the Role of the Housing Provider Ombudsman in Increasing the Affordable Housing Stock: A Component of the District of Columbia Wise Investment Destination Initiative?"

Manager Rating: 5 Role Model	5.00
Summary Weight: 50%	

Section 3 - Individual Development Plan

How?..

Manager Comments: Further training discussions will take place in FY 15.

Section 4 - Mid-Year Review Progress

Description:

Manager Comments:

Section 5 -

- Status: Not Applicable

Section 6 - Overall Summary

<p>Manager Rating: 5 Role Model</p> <p>5.00</p> <p>Manager Comments: Tonya has performed at a level consistent with a role model employee.</p>
--

Section 7 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Date

Section 8 - Employee Comments

<p>Employee Comments:</p>

<p>Created By : Nathan Simms</p> <p>Last Modified By : Antilecia O'Neal</p> <p>06/30/2014 10:41:58AM</p> <p>12/14/2015 10:06:23AM</p>

Annual Performance Document

- Completed

Tonya Butler-Truesdale

Job Title: Housing Provider Ombudsman
 Document Type: Annual Performance Document
 Template: Non Supervisor Template
 Status: Completed

Manager: Gilles Stucker
 Period: 10/01/2011 - 09/30/2012
 Document ID: 149863
 Due Date: 09/15/2012

The document status is "Completed".

Section 1 - Competencies

Competency: Information Technology (10/01/2011 - 09/30/2012)

Description: Each employee shall make Information Technology a daily part of their job knowledge. Proficient use and demonstrated ability of Microsoft Office (Word, Excel and Outlook) is a minimal competency expected throughout this evaluation period. Advanced information technology job knowledge is demonstrated by Microsoft Access and Power Point incorporated into an employee's job function. Where Housing Development Software is applicable in a given position's duties, each employee shall input project management tracking data and is responsible for its input, accuracy and update of information. This task is essential for the agency to operate in an efficient manner.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: As this competency relates to the daily functions and objectives of the HPO, Tonya has demonstrated above average proficiency in Microsoft Office and Microsoft Access in a manner that has substantially enhanced stakeholder services, office efficiency and data tracking.

Competency: Maintenance and Management (10/01/2011 - 09/30/2012)

Description: Maintenance and management shall be administered in accordance with any directorial memoranda and subsequent standard operating procedures. Once disseminated, each employee shall fully implement agency standard operating procedures. These records management tasks include standardization of record filing and uniform archiving throughout each division so that the Department is consistent and efficient with its maintenance of records.

Manager Rating: 3 Valued Performer 3.00

Manager Comments: Although agency standard operating procedures on records management were not disseminated, Tonya remained available for input on the establishment of such standards. As the office functions relate to assisting other staff, Tonya have complied with these objectives.

Description: From time to time executive officials (i.e. mayor, deputy mayor and other directors) visit DHCD, DHCD staff shall always employ Very Important Person (VIP) customer service during these encounters. This VIP service means that all DHCD staff will immediately and promptly assist the VIP to establish face to face

communication with the director. If the director is not in the building, a senior official will be substituted in place of the director. Under no circumstances will the employee have a VIP wait.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has consistently taken a leadership position in creating and sustaining professional atmosphere in the Housing Resource Center to achieve customer service best practices in the Housing Resource Center and at public events outside of the agency.

Description: Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has consistently presented ideas and information verbally and in writing in a clear, concise manner to facilitate the functions of the agency and stakeholder satisfaction. Tonya has consistently shared information with others on a timely basis using appropriate and easily understood language even when such information was outside of the program area of my office and immediate responsibilities in a manner consistent with superior articulation of agency mission and goals. This accomplishment is demonstrative of repeat requests for presentations from outside agencies and stakeholder groups.

Description: Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 5 Role Model 5.00

Manager Comments: Tonya has not only established and maintained performance goals consistent and continual adherence to all prescribed District customer service goals and standards, she has consistently exceeded the performance expectations of stakeholders with clear communication and consistent accessibility. Moreover, she has worked with customers in a professional and courteous manner and many have provided positive feedback regarding their experience.

Description: Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the

team, agency, and District government overall.

Manager Rating: 5 Role Model 5.00

Manager Comments: Due to an extensive history as a District Government employee or contractor, Tonya has leveraged a working knowledge of the District government's operations, mission and constituent values to assure that her impact on the day to day operations of the government reflect best practices and exceed the expectations of all stakeholders.

Description: Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya has been thoughtful and proactive as a steward of all District Government resources. She follows up with stakeholders and ensures they receive the information or resources needed. She successfully completes her own assignments. She can better compile her stakeholder inquiries and communications to identify trends and plan for future initiatives.

Description: Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya has consistently enhanced her understanding and knowledge of the best practices of stakeholder liaison operations. She has attended human resource classes and a DC Bar function to assure enhanced job knowledge and anticipate related professional trends. Moreover, she has established strong working relationships with related agencies and DHCD programs for the maximization of services to stakeholders.

Manager Rating: 4 Highly Effective Performer 4.38
Summary Weight: 50%

Section 2 - S.M.A.R.T. Goals

2.1 Increase Outreach to Real Estate Stakeholders

Description: Participation in six independent and two intra-agency collaborative presentations and educational events to further increase understanding of HRA functions and procedure, as well as accessibility to resources.

- Due Date : 09/30/2012

Manager Rating: 5 Role Model 5.00

Weight: 20%

Manager Comments: Despite multiple challenges to the outreach objectives, she completed six independent presentations and educational events and established two interagency collaborations. In July, her office initiated the first DHCD Emergency Preparedness Presentation for staff and stakeholders. Two Interagency Compliance Seminars were held and three DCHA events were completed. Finally, before the end of the 2011-2012 fiscal year, two MPD/United States Attorney Office presentations were completed.

2.2 Increase Outreach to Real Estate Agents

Description: Increased outreach to real estate brokers and agents by physical attendance at five or more real estate brokerage meetings to provide HRA information regarding buying and selling housing accommodations. Telephone outreach to a minimum of five new real estate brokers or agents each month to engage and inform of monthly events.

- Due Date : 09/30/2012

Manager Rating: 4 Highly Effective Performer 4.00

Weight: 15%

Manager Comments: Tonya conducted three onsite visits at real estate brokerages, identified additional real estate stakeholders, and disseminated new forms. Tonya coordinated extensively with the Senior Outreach Coordinator to facilitate future engagement with the brokerage community. The accomplishment of this goal is measured by a marked increase in realtor calls to the HPO office.

2.3 Increase Outreach to Real Estate Stakeholders

Description: Establish at least four partnership events with outside agencies. Planned agencies/programs of joint programming engagement may include DDOE, DCRA, DCHA, OAH, OTA, DISB DC Superior Court, DC Bar Landlord Tenant Resource Center and Bank on DC.

- Due Date : 09/30/2012

Manager Rating: 5 Role Model 5.00

Weight: 15%

Manager Comments: As a result of all outreach functions and closer collaboration with the Senior Outreach Coordinator, Tonya led the extensive increase in joint programming with Bank on DC, DDOE, DCRA, DOH, DCHA, OTA, DISB and OAH, for a

total of 18 events. Tonya also participated in joint programming with all of the identified agencies above.

Description: Tracking and conversion of HPO contacts into ongoing metrics and quarterly reports, identification of housing provider trends and concerns, and pro-active development of outreach efforts to address trends and concerns.

- Due Date : 09/30/2012

Manager Rating: 3 Valued Performer 3.00

Weight: 10%

Manager Comments: Tonya collected contacts related to HPO activities and worked to assemble comprehensive metrics. Summaries of this information was updated in a inconsistent manner. While formal tracking of stakeholder trends and immediate services was achieved and important information was disseminated to program administrators efficiently, there is room for improvement on the compilation of data and the presentation format for administrators needing earlier services forecasting.

Description: Ongoing outreach to small housing providers by telephone, email and through in-person meetings. Goal of 400 discrete outreach occurrences through the fiscal year.

- Due Date : 09/30/2012

Manager Rating: 4 Highly Effective Performer 4.00

Weight: 40%

Manager Comments: The office achieved in excess of 411 small housing providers outreach occurrences throughout the fiscal year. Moreover, positive stakeholder feedback was received related to a commitment to provide in depth services provided and enhance accessibility.

Manager Rating: 4 Highly Effective Performer 4.25

Summary Weight: 50%

Section 3 - Individual Development Plan

How?: Will identify and select most appropriate classes to assist in the potential establishment of mediation, conciliation and arbitration services. May complete classes currently identified at Phoenix University, Virginia

Mediation Services, DCHR training opportunities and/or ULI webinars.

Manager Comments: Tonya identified and selected the most appropriate classes to assist in the potential establishment of mediation, conciliation and arbitration services.

How?: Will complete 1 DCHR course on Powerpoint and Access

Manager Comments: A DACHA course on public speaking has been completed and this course had an extensive Powerpoint component. The public speaking course was selected as a prerequisite in order to enhance presentation delivery and Powerpoint as a presentation tool simultaneously.

Section 4 - Mid-Year Review Progress

Description:

Manager Comments: Mid year review conducted 8/16/12.

Section 5 -

- Status: Not Applicable

Section 6 - Overall Summary

Manager Rating: 4 Highly Effective Performer 4.32

Manager Comments: Tonya is a true asset to the Agency. Her manner, compassion, clarity and professionalism make her a wonderful Housing Provider Ombudsman. Over the last year, Tonya has fully integrated into the Agency and become a reliable and trusted colleague.

Section 7 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Gilles Stucker
Date

Section 8 - Employee Comments

Employee Comments:

Created By : Gilles Stucker 01/05/2012 12:22:00PM
Last Modified By : Gilles Stucker 01/09/2013 11:58:47AM

Annual Performance Document

- Update and Complete

Tonya Butler-Truesdale

Job Title: Rental Property Program Spec
 Document Type: Annual Performance Document
 Template: Non Supervisor Template
 Status: In Progress

Manager: Lauren Pair
 Period: 10/01/2018 - 09/30/2019
 Document ID: 313911
 Due Date: 11/17/2019

This is your self-evaluation and tracking form. Follow the evaluation instructions for each section to complete this document. Click "Save" Button to save your work. Click "Calculate all Ratings" button to view your respective ratings. Click "Submit to Supervisor" to finalize your self- evaluation.

Section 1 - Competencies

Evaluation Instructions

Use the 5 point rating scale to rate your performance relative to each competency. Write a narrative justification to support the rating.

Performance in competency area will account for 50 % of your overall evaluation and each competency has equal weight.

Description:

Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Employee Rating: 0.00

Employee Comments:

Created By: Template

02/04/2019 12:43PM

Description:

Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Employee Rating: 0.00

Employee Comments:

Created By : Template

02/04/2019 12:43PM

Description:

Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Employee Rating:

0.00

Employee Comments:

Created By : Template

02/04/2019 12:43PM

Description:

Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Employee Rating:

0.00

Employee Comments:

Created By : Template

02/04/2019 12:43PM

Description:

Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Employee Rating:

0.00

Employee Comments:

Created By : Template

02/04/2019 12:43PM

Employee Rating:	0.00
Summary Weight: 50%	

Section 2 - S.M.A.R.T. Goals

Evaluation Instructions

Use the 5 point rating scale to rate your performance relative to each S.M.A.R.T. Goal. Write a narrative justification to support the rating.

The performance in S.M.A.R.T. goals will account for 50 % of your overall evaluation. This 50% will be allocated to each goal proportionate with its weight in the plan.

Description:

Review and markup and create division forms to reflect current law, policy, process, and procedures. Work with the rent administrator to coordinate review by the Rental Housing Commission and other sister agencies, as necessary. Also work with the rent administrator for implementation, including legal sufficiency review, promulgating the revised forms, and revising or developing policies and processes.

- Due Date : 09/30/2019

Employee Rating:	0.00
Weight: 25%	
Employee Comments:	

Created By: Template 02/04/2019 12:43PM

Last Modified By: Lauren Pair 02/04/2019 12:44PM

Description:

In consultation with the rent administrator, develop an RAD records retention policy. The policy must incorporate policies and guidelines set by the agency, the D.C. Office of the Secretary, D.C. Superior Court, the Rental Housing Commission, and the Office of Administrative Hearings.

- Due Date : 09/30/2019

Employee Rating:	0.00
Weight: 25%	

Employee Comments:

Created By : Template 02/04/2019 12:43PM
Last Modified By : Lauren Pair 02/04/2019 12:44PM

Description:

Develop and teach at least 2 internal training sessions for RAD staff based on legislative and caselaw developments, conducting a minimum of two sessions during the performance year. (May be developed and taught in conjunction with the rental property specialists or housing provider ombudsman.)

- Due Date : 09/30/2019

Employee Rating: 0.00
Weight: 25%

Employee Comments:

Created By : Template 02/04/2019 12:43PM
Last Modified By : Lauren Pair 02/04/2019 12:45PM

Description:

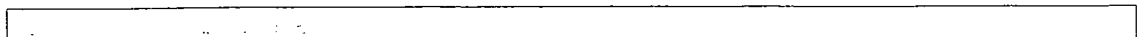
Attend at least two workforce development trainings or seminars (other than mandatory training for agency staff) during the performance year. One class must be computer-related; the second class is an elective.

- Due Date : 09/30/2019

Employee Rating: 0.00
Weight: 25%

Employee Comments:

Created By : Lauren Pair 02/04/2019 12:43PM
Last Modified By : Lauren Pair 02/04/2019 12:45PM



Employee Rating: 0.00
Summary Weight: 50%

Section 3 - Individual Development Plan

Document whether you met or did not meet your objective(s) .

How?:

Attend at least one legal education seminar during the performance year

Employee Comments:

Created By : Template 02/04/2019 12:43PM

How?:

Stay abreast of local and regional real estate and business developments by reading news articles, attending events, etc.

Employee Comments:

Created By : Lauren Pair 02/04/2019 12:43PM

Section 4 - Overall Summary

Performance Rating Range
Inadequate Performer: 0.00 - 1.49
Marginal Performer: 1.50 - 2.49
Valued Performer: 2.50 - 3.49
Highly Effective Performer: 3.50- 4.49
Role Model: 4.50 - 5.00

Instructions

Click the "Calculate All Ratings" button to view the overall rating. Enter a written justification to support the overall rating assigned.

Employee Rating:	0.00
Employee Comments:	

Section 5 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Created By :	Lauren Pair	02/04/2019 12:43:22PM
Last Modified By :	Lauren Pair	06/14/2019 12:25:03PM

Annual Performance Document

- Acknowledge

Tonya Butler-Truesdale

Job Title: Rental Property Program Spec
 Document Type: Annual Performance Document
 Template: Non Supervisor Template
 Status: Review Held

Manager: Lauren Pair
 Period: 10/01/2017 - 09/30/2018
 Document ID: 292141
 Due Date: 08/13/2018

The document status is "Review Held". If you are ready to acknowledge the document review, click the "Acknowledge Review" button.

Section 1 - Competencies

Description:

Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale possesses excellent communication skills. She routinely, effectively, and clearly conveys technical and substantive information to the public, readily explaining complex rights and requirements. She provides oral and written guidance and correspondence, consistently producing an excellent work product. She effectively communicates with her supervisor by providing updates and guidance. Ms. Butler-Truesdale is also innovative and seeks creative solutions for complex problems.

Employee Rating: 5 Role Model

Employee Comments: Tonya has demonstrated excellence in communication in various settings and with a variety of audiences. Many of her core task require adult education instructional components of legal principles and practices related to regulatory issues. She has consistently participated in the review and development of materials required for outreach and the expansion of compliance goals amongst multiple types of stakeholders. She excels at being aware of her audience and meeting their property management goals in a time efficient manner. This is an advanced skill since the regulatory subject matter is statutory, regulatory or judicial and many of the stakeholders are not legally trained.

Description:

Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale has strong customer service skills and strives to be professional and diligent about responding to clients. She demonstrates strong interpersonal skills and is adept at building relationships with clients, co-workers, and internal and external stakeholders. Ms. Butler-Truesdale conducted multiple community outreach sessions on the Rental Housing Act during the performance year.

Employee Rating: 5 Role Model

Employee Comments: Tonya typically exceeds customer engagement goals while also using resources wisely. She continues to educate herself on best practices in housing regulation across multiple agencies and sectors. She has also been proactive in identifying resource partners for outreach efficiency which augments the stakeholders engagement with her.

Created By: Template

06/19/2018 12:12PM

Description:

Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale's attitude and excellent work product manifest the District's and agency's mission, visions, and values. She understands the interrelation of the division's business with other agencies and within DHCD and is mindful of her responsibility to uphold housing laws. Ms. Butler-

Truesdale also brings her knowledge and expertise of other District agencies' process and procedures to assist division operations and clients.

Employee Rating: 5 Role Model

Employee Comments: Tonya has taken the initiative to explore the missions of varies divisions within the agency and consistently engages in network opportunities with other DC Government agencies, regulators and adjudicators. This practice has enabled her to make valuable governance and administrative suggestions at the appropriate time. She is self-motivated, curious and goal oriented.

Created By: Template

06/19/2018 12:12PM

Description:

Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale demonstrates a strong work ethic. She is responsible, thorough, and handles a varied and heavy caseload. Ms. Butler-Truesdale is trustworthy, self-motivated, and resourceful.

Employee Rating: 5 Role Model

Employee Comments: Tonya manages her assignments well and uses resources wisely. She appreciates schedules has committed to using more technology and less paper to manage appointments, create agendas and provide project updates. She looks forward to integrated her advanced project management skills with technology in the coming performance year.

Created By: Template

06/19/2018 12:12PM

Description:

Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses,

becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Ms. Butler-Truesdale has attained a high level of expertise in rental housing law, regulation, and caselaw. She utilizes her problem-solving and analytical skills to create correct and satisfactory outcomes. She is a trusted, supportive, and skilled adviser to the rent administrator and is vital in improving division operations. Ms. Butler-Truesdale actively hones her skillset by taking workforce development classes and continuing legal education.

Employee Rating: 5 Role Model

Employee Comments: Tonya has attended DC Bar CLE sessions and DCHR training while maintaining licensures. She has an intellectual interest in administrative law, governance and housing policy. In the last 24 months she accepted many assignments outside of HRA to expand her comprehensive knowledge of the agency and this initiative has also enhanced her knowledge of governance and agency administrative procedures.

Created By: Template

06/19/2018 12:12PM

Manager Rating: 4 Highly Effective Performer 4.00

Summary Weight: 50%

Employee Rating: 5 Role Model

Section 2 - S.M.A.R.T. Goals

Description:

Review and markup and create division forms to reflect current law, policy, process, and procedures. Work with the rent administrator to coordinate review by the Rental Housing Commission and other sister agencies, as necessary. Also work with the rent administrator for implementation, including legal sufficiency review, promulgating the revised forms, and revising or developing policies and processes.

- Due Date : 09/30/2018

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment because of a change in the project parameters outside of her control. Additionally, her attention was focused on an interagency regulations update and review. The project is ongoing

Employee Rating: 5 Role Model

Employee Comments: Tonya spent several months working in collaboration with the OTA, RHC and OAH to revise the rental housing regulations. This experience enhanced her understanding of opportunities for improvement in the promulgation process and the forms as currently used. As more legislation is proposed, she will be a valuable asset to the continued revision of forms, policy development, and process selection.

Created By : Template 06/19/2018 12:12PM

Last Modified By : Lauren Pair 06/19/2018 12:28PM

Description:

In consultation with the rent administrator, develop an RAD records retention policy. The policy must incorporate policies and guidelines set by the agency, the D.C. Office of the Secretary, D.C. Superior Court, the Rental Housing Commission, and the Office of Administrative Hearings.

- Due Date : 09/30/2018

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment because of a change in the project parameters outside of her control. Additionally, her attention was focused on an interagency regulations update and review. The project is ongoing

Employee Rating: 5 Role Model

Employee Comments: Tonya completed research on HUD and OAH record retention policies that may be helpful to the accomplishment of this goal. The completion the goal was delayed by the employment of an agency-wide policy under consideration by senior management.

Created By: Template 06/19/2018 12:12PM

Last Modified By: Lauren Pair 06/19/2018 12:28PM

Description:

Develop and teach at least 2 internal training sessions for RAD staff based on legislative and caselaw developments, conducting a minimum of two sessions during the performance year. (Maybe developed and taught in conjunction with the rental property specialists.)

- Due Date : 09/30/2018

Manager Rating: 3 Valued Performer 3.00
Weight: 25%

Manager Comments: Due to workload demands during the performance year, Ms. Butler-Truesdale did not complete the assignment. The project is ongoing.

Employee Rating: 5 Role Model

Employee Comments: Tonya has participated in a fully engaged manner in all agency-wide training and is prepared to complete the legislative goal in her new position although the task/goal was assigned less than four months before the end of the performance year due to two consecutive changes in supervision and duties. She asks that she be given full credit for meeting this goals since the City Council is now engaged in extensive legislative actions impacting this session, she and her counterpart might acheive this goal more efficiently near the end of current legislative session when policy objectives are better defined.

Created By: Template 06/19/2018 12:12PM

Last Modified By: Lauren Pair 06/19/2018 12:29PM

Description:

Attend at least two workforce development trainings or seminars (other than mandatory training for agency staff) during the performance year. One class must be computer-related;

the second class is an elective.

- Due Date : 09/30/2018

Manager Rating: 5 Role Model 5.00
Weight: 25%

Manager Comments: Ms. Butler-Truesdale completed several trainings during the performance year.

Employee Rating: 4 Highly Effective Performer

Employee Comments: Tonya attended three workforce development courses and completed all required on-line training.

Created By: Lauren Pair 06/19/2018 12:29PM

Manager Rating: 4 Highly Effective Performer 4.00 Summary Weight: 50%
Employee Rating: 5 Role Model

Section 3 - Individual Development Plan

How?:

Attend at least one legal education seminar during the performance year

Manager Comments: Ms. Butler-Truesdale attended two legal education seminars during the performance year.

Employee Comments: Tonya attended two legal education seminars.

Created By: Template 06/19/2018 12:12PM
Last Modified By: Lauren Pair 06/19/2018 12:30PM

How?:

Stay abreast of local and regional real estate and business developments by reading news articles, attending events, etc.

Manager Comments: Ms. Butler-Truesdale consistently stays abreast of current events and developments and regularly reports her findings to her supervisor.

Employee Comments: Tonya is abreast of regional real estate and business developments and regularly forwards articles of interest.

Created By: Lauren Pair 06/19/2018 12:30PM

Section 4 - Mid-Year Review Progress

Description:

06/18/2018: held Mid Year Review discussion. Discussed performance plan; employee expressed no concerns.

Created By: Template 06/19/2018 12:12PM
Last Modified By: Lauren Pair 06/19/2018 12:32PM

Manager Comments:
No Mid-Year Review comments.

Section 5 - Overall Summary

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments:

Ms. Butler-Truesdale continues to be a vital asset to the division. She is collegial and strives to make positive and impactful contributions to the division and customers. Ms. Butler-Truesdale is always willing to take an extra step to research and resolve a controversy or contested case before the matter escalates, causing involved parties to incur additional costs. She is supportive of division operations and makes positive and thoughtful contributions.

Employee Rating: 5 Role Model

Employee Comments:

I look forward to serving the District of Columbia by assisting the Rent Administrator in the identification and possible implementation of ideal rent stabilization objectives and methodologies for consideration by the executive and legislative branch. I am grateful for the opportunity to further advance my housing regulation expertise and look forward to assisting in the expansion of housing cost equilibrium accross income sectors in the District of Columbia housing market.

Section 6 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Lauren Pair
Date

Created By :	Lauren Pair	06/19/2018 12:12:58PM
Last Modified By :	Lauren Pair	11/14/2018 1:20:50PM

Annual Performance Document

Define Criteria - Update

Tonya Butler-Truesdale

Job Title: Housing Provider Ombudsman
Document Type: Annual Performance Document
Template: Non Supervisor Template
Status: In Progress

Manager: Julia Wiley
Period: 10/01/2016 - 09/30/2017
Document ID: 267768
Due Date: 06/30/2017

Section 1 - Competencies

Planning Instructions

Up to three (3) additional competencies can be added by clicking the "Add Competency" link. Be sure to talk to your supervisor before revising or deleting a competency.

Competencies account for fifty percent (50%) of the overall performance rating and each competency has equal weights.

Competencies will be evaluated during the evaluation phase.

Description: Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Description: Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Description: Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Description: Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Description: Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Section Weight: 50%
Manager's comments are not shared

Section 2 - S.M.A.R.T. Goals

Planning Instructions

Develop at least three (3) and at most five (5) S.M.A.R.T. goals. Due dates selected must not go beyond the performance management period end date (September 30). Update existing SMART goals by clicking the pencil icon. To add additional goals, click the "Add More S.M.A.R.T. Goals" link. Assign percentage weight to each goal (minimum 10%) based on the goal's relevance and priority. The sum of the goal weights must equal 100%. Goals account for fifty percent (50%) of the overall performance rating. S.M.A.R.T. Goals will be evaluated by during the evaluation phase.

Description:

- Due Date :

Weight: 0%

Description:

- Due Date :

Weight: 0%

Description:

- Due Date :

Weight: 0%

Section Weight: 50%

Manager's comments are not shared

Section 3 - Individual Development Plan

Planning Instructions

Enter at least one (1) or at most three (3) objectives that support career development through improved knowledge, skills, and abilities by clicking the "Add More IDPs" link.

How?:

Section 4 - Mid-Year Review Progress

Description:

Section 5 - Signatures

Manager
Date

Employee
Date

Created By : Julia Wiley	06/29/2017 8:29:47PM
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Annual Performance Document

- Review with Manager

Tonya Butler-Truesdale

Job Title: Housing Provider Ombudsman
 Document Type: Annual Performance Document
 Template: Non Supervisor Template
 Status: Available for Review

Manager: Allison Ladd
 Period: 10/01/2015 - 09/30/2016
 Document ID: 245025
 Due Date: 09/15/2016

The document status is "Available for Review".

Section 1 - Competencies

Description: Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya is a strong communicator in both written and verbal form.

Description: Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya provides excellent customer service to internal and external customers.

Description: Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day to day work has on the work of the team, agency, and District government overall.

Manager Rating: 3 Valued Performer 3.00

Manager Comments: Tonya is a valued member of DHCD.

Description: Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

Manager Rating: 4 Highly Effective Performer 4.00

Manager Comments: Tonya is a valued member of DHCD.

Description: Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

Manager Rating: 3 Valued Performer 3.00

Manager Comments: Tonya is a valued member of DHCD.

Manager Rating: 4 Highly Effective Performer 3.60
Summary Weight: 50%

Section 2 - S.M.A.R.T. Goals

Description: Continued development of partnership opportunities with outside agencies. Agencies may include DOEE, DCRA, DCHA, OAH, OTA, DISB, DC Superior Court, DC Bar, DC Landlord Tenant Resource Center, local universities, other real estate partners

- Due Date : 09/30/2016

Manager Rating: 4 Highly Effective Performer 4.00

Weight: 50%

Manager Comments: Tonya is a valued member of DHCD.

Description: Ongoing outreach to small housing providers by telephone, email and through in person meetings.

- Due Date : 09/30/2016

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 30%
Manager Comments: Tonya is a valued member of DHCD.

Description: Participate in regularly scheduled events to explain the roles of the HPO.
- Due Date : 09/30/2016

Manager Rating: 4 Highly Effective Performer 4.00
Weight: 20%
Manager Comments: Tonya is a valued member of DHCD.

Manager Rating: 4 Highly Effective Performer 4.00 Summary Weight: 50%
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Section 3 - Individual Development Plan

How?: Attend one training

Manager Comments: Tonya attends training as the budget and schedule permits.

Section 4 - Mid-Year Review Progress

Description:

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Manager Comments: N/A

Section 5 -

- Status: Not Applicable

Section 6 - Overall Summary

Manager Rating: 4 Highly Effective Performer 3.80

Manager Comments: Tonya is a valued member of DHCD.

Section 7 - Signatures

By signing this document, you acknowledge that both the supervisor and the employee have reviewed the Performance Document.

Tonya Butler-Truesdale
Date

Allison Ladd
Date

Section 8 - Employee Comments

Employee Comments:

Created By : Allison Ladd
Last Modified By : Allison Ladd

06/30/2016 11:35:06AM
12/29/2016 4:31:07PM