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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: MSS

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action: ☐ Yes ☑ No

11. Position is: ☑ Supervisory ☐ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code 551805

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	Adminstrative Officer	MS	341	14	TE	11/18/2024
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Administrative Officer	MS	0341	14		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Administrative Services Divison

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: Yasha Williams, Interim Chief of Staff

Signature: Yasha Williams Robinson — Date: 11/1/2024

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Theresa Eubanks, Classification Contractor

Signature: Theresa Eubanks — Date: 11/18/2024

20. Standards Used in Classifying/Grading Position

General Schedule Supervisory Guide, HRCD-5, dtd. 6/98, 4/98; Administrative Officer, Series, GS-341, TS-72, dtd. 2/68, &TS-63, dtd. 8/66; Administrative Analysis Grade Evaluation Guide TS-98, dtd. 8/90; Miscellaneous Administrative & Program Series

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

22. Remarks *(optional)*

No Known promotion potential

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

ADMINSTRATIVE OFFICER
MS-0341-14

INTRODUCTION

This position is in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Chief of Staff, Administrative Services Division. The mission of the Office of Neighborhood Safety and Engagement is to build partnerships and implement strategies that reduce gun-related violence in the District. ONSE fulfills this mission by coordinating the District's gun violence prevention and intervention initiatives, using both public health and public safety tools, and by focusing on identifying and engaging with those most likely to be involved in gun violence, providing them with an alternative to crime.

The role of this position depicts duties and responsibilities required to provide or obtain a variety of management services essential to the direction and operation of the organization. The assignments include these functions: budget and financial management, contract administration, procurement, security administration, management and program analysis, space management, property management, report management, and similar or related activities. The incumbent also promulgates policies and procedures in areas of responsibility, which seek to safeguard assets and maximize the utilization of available resources.

POSITION CONTROLS

The incumbent works under the administrative direction of the Chief of Staff, who provides broad policy direction. In consultation with the Executive Team, the incumbent develops broad-range goals and objectives. The incumbent exercises a high degree of professionalism and independent judgment with considerable latitude in the performance of responsibilities. The incumbent provides leadership and expert advice on all matters pertaining to management, and support services. Recommendations made are generally accepted without significant change, however the incumbent confers with the Chief of Staff when necessary. Work is reviewed for overall effectiveness in achieving desired objectives and goals.

Guidelines include applicable federal and District laws, regulations, policies, and procedures relative to the functional responsibilities of the incumbent and the approved methods of reporting and conducting special projects with the accompanying knowledge of the overall scope of programs having a critical impact upon major agency activities. The work involves providing expert-level coordination for planning, organizing, and developing vital policies, regulations, directives, and procedures required to resolve complex risk management issues and challenges that impact the successful accomplishment of strategic plans, goals, and objectives of the agency.

MAJOR DUTIES AND RESPONSIBILITIES

Assists with directing the development, operation, and execution of administrative functions designed to meet the needs of the agency, vendors, staff, District and Federal laws, and other administrative activities and related initiatives.

Analyzes program management policies and practices, organizational directives, and administrative business practices and makes recommendations for implementation.

Exercises delegated authority in directing a comprehensive management program. Plans, manages, directs, and oversees programmatic responsibilities and activities within the Administrative Services division.

the agency's compliance in partnership with other District agencies by overseeing risk assessment such as the Office of Risk Management, the District Homeland Security and Emergency Management Agency. Assists the Data and Compliance unit with compliance and monitoring processes for grants and contracts as required.

Prepares extensive risk management reports, including the annual Risk Management Plan, periodic Risk Management reports, and Emergency Evacuation and Continuity of Operations Plans (COOP).

Coordinates with agency program managers to meet their contracting and supply needs. Negotiates and administers contracts for services and facilities, establishes and maintains stock and property control of space, and replacement of equipment.

Ensures that all goods and/or equipment are inventoried in accordance with District and agency policies and procedures. Manages agency supplies and equipment, avoids waste and unnecessary costs.

Oversees services related to planning and layout of office space. Monitors the design of office layouts, schedules of alternations and repairs, building renovations, and relocation of personnel to new locations, as provided by the Department of General Services. Conducts space utilization studies, which entails evaluating space utilization policies, and methods, generates reports concerning the use of property to ensure the economy of space and adherence to District of Columbia space and occupancy standards. Assists in resolving space utilization problems to promote efficient use of resources and aids management in meeting their functional and aesthetic requirements.

Analyzes administrative and management policies and practices, organizational

directives, and business practices. Develops, recommends, and implements policies for corrective actions that are necessary to remedy deficiencies. Reviews and recommends technological and procedural changes to ensure compliance with policy and improved work processes. Composes operational policies and procedures.

Supervises staff, assigns work, trains and provides work direction to administrative support personnel, and reviews completed assignments to ensure qualitative and quantitative standards are met.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Comprehensive knowledge of the agency's established policies and procedures and regulations of the District of Columbia and Mayoral orders, rules, regulations, policies, and procedures.

Expert knowledge of program analysis, evaluation, management practices, theories, and methodology as well as a comprehensive knowledge of and ability to conduct legislative analysis to evaluate regulatory provisions for effectiveness.

Expert Knowledge of budget, inventory control, risk management, fleet management, and management analysis policies and procedures.

Comprehensive knowledge of highly complex procedures and regulations, such as contract or program provisions, codes, and ordinances, as well as the ability to train and provide work direction to others.

Comprehensive knowledge of and skills in problem-solving, negotiation strategies, and project management.

Expert management skills and experience in planning, organizing, directing, and control of human resource and workforce development.

Comprehensive knowledge of government procurement regulations and contracting principles including the latest procedures and techniques as well as negotiation techniques to negotiate contracts.

Demonstrated experience in providing leadership in a managerial capacity. Demonstrated skills in managing staff and providing leadership in a team-based environment.

Comprehensive knowledge of strategic planning, operations planning, and project management practices, approaches, and techniques. Excellent analytical skills in

evaluating the effectiveness of administrative services and in recommending the development and/or revision of policies, practices, and procedures required.

Ability to clearly and precisely articulate ideas in both written and verbal forms. Proficient in providing well-supported recommendations to management and delivering detailed briefings regarding potential procedures and their implementation.

SPECIAL REQUIREMENTS

The incumbent for this position will be subjected to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations, Suitability – Security Sensitive

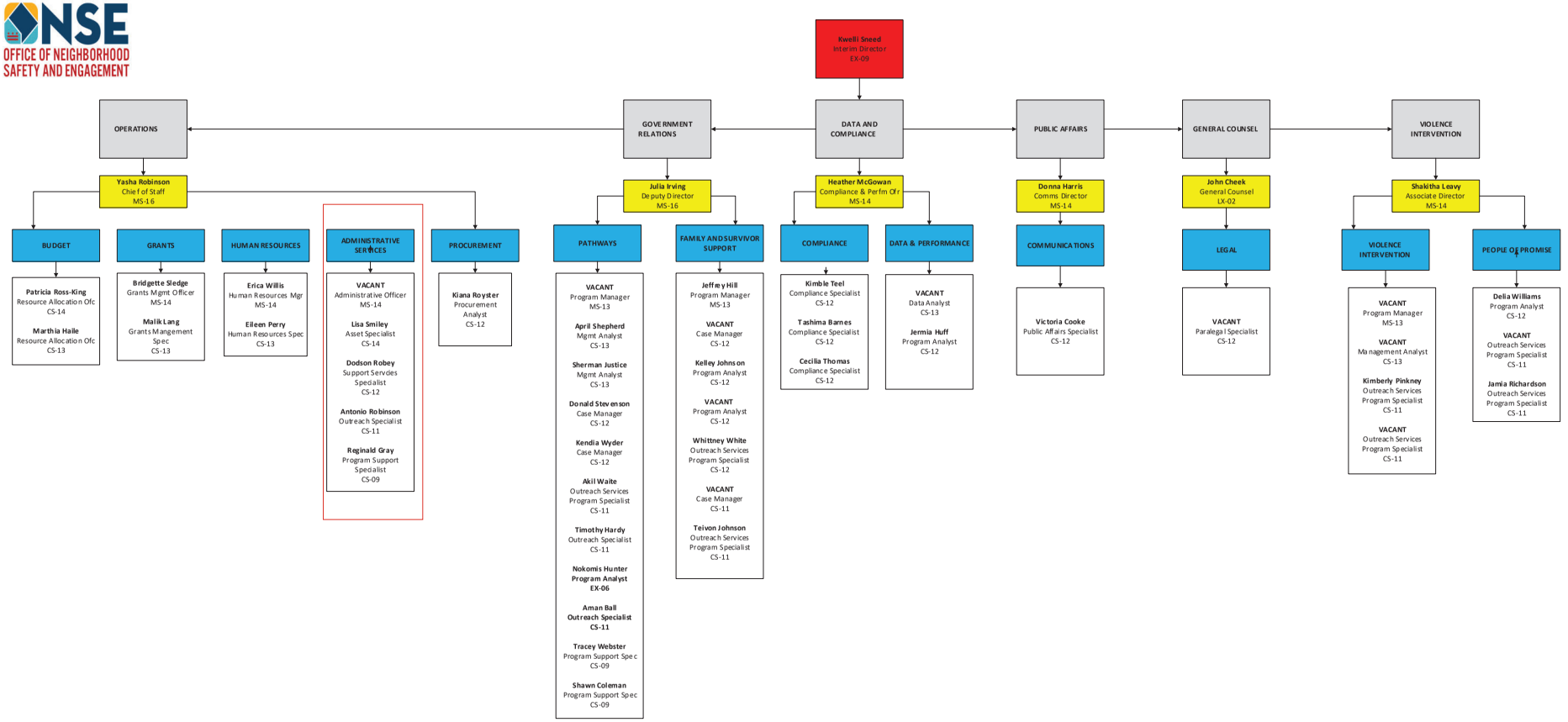
Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

This position is designated as Security Sensitive. The Administrative Officer duties require a high degree of program knowledge and independence to prepare documents that have a high degree of sensitivity and/or confidential nature. The incumbent will have contact with high level management, public officials, and representatives of agencies. The position is also charged with the responsibility of assuring the day-to-day functions of the staff engaged in administrative or specialized support activities in areas of financial management, strategic planning, contract administration, and special projects.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

ONSE
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Asset Specialist CS-1101-14, dtd., 2/2/2012.

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552554

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	Asset Specialist	CS	1101	14	SW	5/15/2023
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Asset Management Speiclaist	CS	1101	14		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Lashawn Myles, HR Manager

Signature: [signature] Date: 4/27/2023

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White Digitally signed by Sadina White DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US Date: 2023.05.16 12:02:22 -04'00' Date: 5/16/2023

20. Standards Used in Classifying/Grading Position: Handbook of Occupational Groups and Families, December 2018; 1100-Business and Industry Group, Series 1101 - General Business and Industry Series, GS-1170 TS-125, August 1993

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

22. Remarks *(optional)*: No known promotion potential.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

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The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

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***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

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***15.** Enter classification/job-grading action.

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- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

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***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

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***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

ASSET SPECIALIST
CS-1101-14

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

MAJOR DUTIES

Oversee inventory control management work that is involved in the integrated management and control of assigned items of materiel, including requirement determinations and forecasting, distribution or redistribution of material.

Develops plans and controls the analysis of inventory and excess property, schedules annual and cycle inventories, develops and maintains listing of available excess property, and oversees distribution to meet requisitioning needs.

Analyzes actions leading to cataloging or identification of items, prepares for publication and updates stock catalogs, develops and maintains inventory listings to reflect items stocked by the department.

Performs technical inventory control management work that is involved in the integrated management and control of assigned items of materiel, including requirement determinations and forecasting, distribution or redistribution of material.

Develops and establishes priorities and timeframes for completing work assignments. Assures an effective inventory management program and material support.

Keeps abreast of items that may be available from surplus sources.

Reviews daily, monthly and quarterly reports to ascertain status of activities and ensures that sufficient materiel of the correct kind is positioned, i.e. distributed envelops asset control procedures for all equipment and vehicles. Utilizes technology to track distribution and return of equipment and vehicles.

Establishes, implements and maintains technical and safety training for ONSE staff to ensure that employees keep abreast of new technologies and safety issues related to the motor vehicles.

Disposes material, which is obsolete, excess to agency needs, or beyond economical repair.

Performs on-site support, and minor maintenance and repairs of call center equipment.

Ensures that ONSE is in compliance with US Facilities and DGS maintenance schedules.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Mastery knowledge of the inventory management control principles, practices, methods, and technical and automated inventory systems.

Demonstrated expert of material identification practices, disposition and procedures for reconciling inventory and financial control records.

Exceptional general negotiation and interpersonal skills sufficient to direct/organize and coordinate through systematic, professional efforts and comprehensive studies, those activities which serve as the sounding board for the definition of major issues and the development or revision of procedural and/or policy proposals.

Expert knowledge of audit procedures to lead audits of inventory management.

Ability to generate and apply new concepts in planning, developing, and evaluating immediate and long-range projects or proposals for the solution of complex, service delivery and policy questions.

Expert ability to communicate ideas clearly and concisely, both orally and in writing, to translate realty language, and prepare recommendations and findings. Ability to develop a sustaining positive business relationship.

SUPERVISORY CONTROLS

The supervisor provides administrative direction for assignments in terms of broadly defined functions. The incumbent-exercises full responsibility for administering, developing, and carrying out the goals and objectives of the organization as they relate to the position.

Incumbent carries out assignments/work independently and only advises the supervisor of potential controversial matters, issues, or problems with widespread (District) implications, and regularly offers alternative workable resolutions. In as much as the results of the work are considered authoritative, the completed work is only reviewed with regard to fulfillment of ONSE's mission and the area's mandates.

GUIDELINES

The guidelines of concern are broad and specific policy statements, regulations, statutes, public laws, procedures, and directives that establish the framework within which the work is accomplished. Frequently, there are no precedents to govern behavior in unusual or sensitive situations, and the incumbent must exercise considerable judgment in interpreting, applying and adapting existing guidelines and in developing new or innovative approaches for the resolution of problems.

COMPLEXITY

The work consists of problems or program areas of exceptional complexity, usually undefined required innovative thinking, novel solutions, extensive analysis, seasoned judgment and thorough understanding of the functions and processes and principles of real property management. Incumbent may base approach(es) on traditional methods, however; work requires originating new techniques, establishing criteria and creating new information with originality and ingenuity in overcoming issues in problem areas.

SCOPE AND EFFECT

The work involves monitoring, controlling and resolving problems associated with inventory, facility operations and fleet vehicle problems or situations. Completed reports and recommendations influence decisions by managers concerning current, new, and emerging property management opportunities.

PERSONAL CONTACTS

Contacts are extensive with suppliers and employees in the immediate office and throughout the Department. Contacts are also with representatives of other agencies.

PURPOSE OF CONTACTS

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The position may encounter resistance due to major issues, which requires skill in approaching individuals or groups who may be uncooperative to gain compliance with established policies and regulations.

PHYSICAL DEMANDS

The work is primarily sedentary with intermittent periods of walking, bending, standing, and carrying of light objects such as files, books, and reports. The incumbent is required to frequently travel between District government buildings, as well as leased properties, to participate in various off-site meetings and events.

WORK ENVIRONMENT

The work is performed in an adequately heated, lighted and ventilated office environment.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability. This position is designated as Security Sensitive.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. Enhanced Suitability
☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other	☑ Department ☐ Field	Washington, DC	Washington, DC	☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: MSS

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☑ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 554772

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	Associate Director of Special Programs	MS	0301	14	SW	1/23/2023
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Associate Director	MS	0301	14		

16. Organizational Title of Position *(if different from official title) (optional)*: Associate Director

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement (ONSE)

c. Third Subdivision

a. First Subdivision: Agency-wide

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: Marcus Ellis, Chief of Staff

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature: Marcus Ellis — Marcus Ellis (Jan 11, 2023 14:47 EST) | Date: Jan 11, 2023

Signature | Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White, DN: cn=Sadina White, o=Classification, ou=DCHR, email=sadina.white@dc.gov, c=US, Date: 2023.01.24 12:18:00 -05'00' | Date: 1/23/2023

20. Standards Used in Classifying/Grading Position: US OPM Standards: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998

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

22. Remarks *(optional)*: No Known Promotion Potential

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

ASSOCIATE DIRECTOR OF SPECIAL PROGRAMS
MS-0301-14

INTRODUCTION

This is an agency-wide position located in the Office of Neighborhood Safety and Engagement (ONSE). ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

The position functions as Associate Director responsible for the overall efficient and effective functioning of the department's programs, services, and operations in ONSE, which include customer service, permitting, communications, business development, and partnerships.

POSITION CONTROLS

The incumbent works under the general administrative direction of the Chief of Staff, who provides administrative direction for assignments in terms of broadly defined objectives and functions of the agency. The incumbent exercises full authoritative responsibility and unusual latitude for managing, administering, developing, and carrying out the agency goals and objectives. The supervisor is kept apprised of decisions, commitments, and controversial matters, issues, or problems with widespread policy implications and far-reaching effects on the agency. Work is reviewed based on results achieved and accomplishment of overall objectives.

Guidelines include laws, regulations, codes and current management principles, methodology and techniques; laws, regulations, policies, and procedures governing recreational programming, aquatics programming, and environmental programming; budget, procurement, contracts, grants, the regulatory process, and administrative due process; as well as policy guidelines and operating directives of the Department, and major policy guidelines of the District Government.

The incumbent must use judgment and ingenuity in the intent of the guidelines that do exist and in developing applications to specific areas of work. Frequently, the incumbent is recognized as a technical authority in the development an interpretation of guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Exercises full program planning and managerial responsibility. Oversees all administrative functions associated with managing the agency programs, including the preparation of budgets and other financial documents and reports, statistical reports, personnel actions, contracts, and procurement. Ensures that the program maintain its files, correspondence, and documents in good order.

Assures that the work assignments for subordinates are carried out in a timely and accurate manner in accordance with established policies and procedures, installation of management controls and reporting systems, development of work and production standards, and establishment of performance objectives.

Determines program goals and develops plans for the organization independently or jointly with management officials in order to identify and develop specific program requirements consistent with the philosophy of ONSE best practices.

Identifies business development opportunities designed to enhance programming to include grant funding, partnerships, and donations.

Serves as the authority in the establishment of policies, procedures, and best practices. Specifically analyzes the effectiveness and utilization of department facilities and department response to customer compliments and complaints.

Participates in identifying long-range goals and program delivery objectives for inclusion in the Director's Annual Work Plans. Plans, develops, and administers a program of operations and operating policies and procedures to implement the office assigned functions.

Confers regularly with the leadership team and Director to keep apprised of new or changing policies, positions, requirements, and special priority matters.

Administers subdivisions by establishing program goals and objectives for subordinates and meets frequently with the subordinate program managers to provide leadership and direction.

Develops alternative approaches to solving and developing strategies for obtaining needed support from professionals, business, and public groups outside of the Department.

Provides leadership and direction for the Department's on-going management and programs reforms. Oversees development of strategic and business plans and helps to establish departmental objectives.

Represents the agency at meetings, conferences and other forums with local stakeholders, the media, business, and public interest groups; communicates the

agency's position on matters relevant business matters, current needs, and other departmental initiatives. Advises the supervisor on controversial issues and matters having policy and programmatic impacts.

Performs special assignments that are frequently of a highly confidential nature involving collaboration with officials of various D.C. government agencies, public and private sector business partners, and District residents, necessitating considerable research and analysis.

Conducts special studies of extremely controversial or sensitive problems that have been identified personally or through other sources. These include changes in methods of staffing requirements necessary to effect improvements in program efficiency, effectiveness, and economy. Prepares report of findings and recommends alternative courses of action designed to resolve problems.

Manages, supervises, and directs the day-to-day activities of senior managers. Evaluates the performance of subordinates utilizing criteria that measures program effectiveness, efficiency, and utilization.

Manages and assigns duties and responsibilities; conducts performance ratings; formulates overall plans for personnel; approves and disapproves leave requests; recommends selection, promotion, incentive recognition, and corrective or adverse action; establishes work standards; and identifies developmental and training needs.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission, policies, procedures, goals, and objectives of ONSE programs. Expert knowledge of principles and best practices related to assisting victims and families of victims of violent crimes by creating safety and stability plans that are consistent with ONSE policy goals and priorities and assisting families with follow up on service referrals.

Expert knowledge of, and skill in partnering with other entities to conduct emergency critical response plans in response to high levels of violence. Skill in evaluating the effectiveness of ongoing outreach activities from the standpoint of participants.

Mastery of state-of-the-art management tools for project management, resource allocation, budgeting, and performance management. Ability to develop, prepare, execute, and manage complex operating and capital budgets. Knowledge of financial management systems, inclusive of performance-based budgeting.

Mastery of and skill in problem solving, negotiation strategies, and project management to conduct in-depth research and analysis. Mastery of management principles, procedures and techniques of analysis and evaluation.

Mastery of a wide range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness and the improvement of complex management processes and systems. Ability to assimilate information from a variety of sources, analyzes information, and recommends courses of action to be taken.

Superior communication skills to effectively communicate both orally and in writing. Ability to establish and maintain effective high-performing teams within agency components. Ability to establish effective working and public relations. Ability to effectively present ideas and concepts to groups. Ability to establish and maintain effective high-performing teams within agency components.

SPECIAL REQUIREMENTS

This position is designated as “Security Sensitive” due to the position’s assigned duties and responsibilities.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, loss, or impairment of control of communication.

The Associate Director duties involve providing strategic planning, direction, leadership, and management control of staff activities associated with these components to meet the organizational goals and objectives.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission
☐ Re-Description ☐ New
☐ Re-Establishment ☑ Other

3. Service
☑ Department
☐ Field

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. Enhanced Suitability
☐ Safety ☐ Security
☐ Protection ☐ None

Explanation (show any positions replaced)

Standard Position Description
Recertification in lieu of PD classified 10/4/2019

7. Position Status (Service)
☐ Career ☐ Executive
☑ Legal ☐ MSS
☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code:

9. Employment /Financial Statement Required?
☐ Yes ☑ No

10. Subject to Identical Additional Action
☑ Yes ☐ No

11. Position is
☐ Supervisory
☐ Managerial
☑ Neither

12. FLSA
☑ Exempt
☐ Nonexempt

13. Competitive Level Code

14. Job Code
553087 Union, 553088 NonUnion

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	Attorney Advisor	LA	0905	12	NC	1/1/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
District Government Agency as Assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action
Nigel Crawford, Supervisory HR Specialist (Classification)

Signature Nigel Crawford Date 1/1/2025

20. Standards Used in Classifying/Grading Position
US OPM Position Classification Standard for General Attorney Series, GS-0905, TS-18 June 1974

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

22. Remarks *(optional)*
This is a Standard Position Description for use in any agency in the District of Columbia.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

ATTORNEY ADVISOR
LA-0905-12

INTRODUCTION

This position is a standardized position description designated for use in any District of Columbia Government department, office, or agency. This position description depicts the generalized duties and responsibilities of an Attorney Advisor responsible for providing proficient legal advice in one practice area within an Office. Legal practice areas include, but are not limited to affirmative civil litigation, defense civil litigation, criminal prosecution, juvenile prosecution, child protection, child support, domestic violence, consumer and trade protection, personnel and labor relations, real estate, procurement, economic development, tax and bankruptcy, and land use, etc.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent in this position provides legal advice and conducts extensive and detailed legal document research dealing with proposed laws and amendments to existing laws; superseded laws and regulations; and the legislative history of Federal and District laws and regulations.

Drafts testimony for the Senior Attorney or the Chief Legal Counselor designee, and other Managers within a specific division/section of a legal office, for presentation at hearings before the Council of the District of Columbia and/or Congressional committees, as well as for presentation in public forums.

Reviews, researches and prepares Office responses by management to selected and sensitive and often confidential inquiries and correspondence from the Mayor, members of the Council of the District of Columbia, officials of the District and Federal government and surrounding jurisdictions, members of the private sector, both individual and organized, and the general public.

Assists with conducting a continuing review and evaluation of existing District of Columbia and Federal statutes and regulations to determine the need for new regulations or amendments, new administrative and enforcement procedures, and to provide clarification, in instances of ambiguities or conflict with other laws and regulations. Recommends and drafts new enabling legislation and amendments to existing legislation for review and approval, as appropriate.

Represents the agency in complex administrative hearings, and prepares evidence, briefs, motions and other documents to support cases as necessary.

Assists the Office of the Office of the Attorney General with litigation.

Incumbent may have to confer with and incorporate concerns of District Government officials, members of administrative bodies, and officials outside of the District Government with actions taken during enforcement cases.

Keeps abreast of judicial, agency, and other changes in laws and regulations related to the function of programs and the recommendation of appropriate courses of action to the Office and/or to OAG.

Assists with the training of inspectors in laws, rules, regulations, adjudicative process, and gathering information and documentation for supporting evidence pursuant to enforcement or corrective actions.

Assists in reviewing and revising directives and correspondence, including standard operating procedures, inspection reports, reporting requirements, and other legal documents related to enforcement actions.

Answers questions regarding compliance with grant requirements, auditing, and reporting, as well as questions relating to fraud and grant deficiency practices.

Advises on compliance with applicable personnel regulations and agreements, including advice related to personnel actions.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of research strategies and techniques is sufficient to research legal issues where no precedents are available, or it is arguable which precedents apply. Knowledge of legal reference materials and information sources, including the use of Westlaw, LexisNexis, and other automated legal and legislative retrieval systems.

Knowledge of applicable District and Federal laws, regulations, guidelines, principles, practices, and techniques, including agency policies and relevant judicial decisions.

Skill in the analysis and resolution of difficult legal issues in an orderly, systematic, and effective manner.

Skill in interpreting and applying applicable laws, regulations, and practices, including agency policies and relevant judicial decisions.

ATTORNEY ADVISOR
LA-0905-12

Skill in identifying and isolating controlling legal issues from complex factual situations.

Skill in applying sound judgment in the review and analysis of matters and deriving logical conclusions.

Skill in communicating precisely and effectively, both orally and in writing.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the supervisor and of the Supervisory Attorney General, who provides the scope of assignments and cases, priorities, and available resources. Incumbent independently carries out work within established policies. Keeps the supervisor abreast of controversial matters and informed of progress on legal work. Completed work is reviewed for soundness of recommendations and effectiveness in meeting objectives.

GUIDELINES

Guidelines include Acts of Congress; Acts of the Council of the District of Columbia; municipal regulations of the District Government; Executive Orders; rules and regulations promulgated by administrative agencies of the District and Federal Governments; legal and other reference works; decisions of the courts; opinion of the Attorney General and/or the Corporation Counsel; established Office practices, procedures, and guidelines; and Mayor's Orders and Memoranda. Guidelines require interpretation and adaptation. Unique situations impacting policy are referred to the supervisor.

COMPLEXITY

Work involves legal administrative responsibilities related to diverse questions and problems. Responsibilities include interpreting and drafting proposed legislation, preparing legal/confidential correspondence, and drafting testimony for presentation at hearings. Work requires continuous efforts to establish, develop, and revise legislative requirements and enforcement actions to deal with unforeseen problems and obstacles.

SCOPE AND EFFECT

The purpose of the work is to review and analyze facts in support of the prosecution of cases which contributes to the overall effective and efficient accomplishment of the daily operation of the legal business of the District of Columbia. The work directly affects office/agency reliability, attainment of established objectives, and compliance with specific District and Federal rules and laws.

ATTORNEY ADVISOR
LA-0905-12

PERSONAL CONTACTS

Contacts include management and staff of the Office, judicial representatives, other attorneys, staff members of the Executive Office of the Mayor, staff members of the Council of the District of Columbia, members of the public, staff from Federal and other District agencies, procurement and fiscal officials and vendors.

PURPOSE OF CONTACTS

Contacts generally involve advising government officials; obtaining or exchanging factual information related to assigned cases and/or projects; advising concerned parties on of tentative decisions; and interpreting, justifying, verifying, and negotiating complex legal issues.

PHYSICAL DEMANDS

Work is predominately sedentary; however, some walking, standing, and bending are encountered.

WORK ENVIRONMENT

The work is primarily performed in a typical office setting.

OTHER SIGNIFICANT FACTS

SUITABILITY

Incumbents are subject to enhanced suitability screenings pursuant to Chapter 4 of DC Personnel Regulations, Suitability.

LICENSURE/CERTIFICATIONS

Must be an active member in good standing of the District of Columbia Bar or can waive in and be admitted within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during his/her employment in the Legal Service.

DRUG-FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☐ Exempt ☑ Nonexempt

13. Competitive Level Code

14. Job Code

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	Case Manager	CS	0101	11	TE	12-13-24
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	11		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision: Family Survivor Support Division

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Jeffrey Hill, Program Manager

Signature: Jeffrey Hill

Date: 11.21.24

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Theresa Eubanks, Classification Contractor

Signature: Theresa Eubanks

Date: 12-13-24

20. Standards Used in Classifying/Grading Position: US OPM PCS. Handbook of Occupational Groups and Families, December 2018, 0100 - Social Science, Psychology, and Welfare Group, 0101 - Social Science Series

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

22. Remarks *(optional)*: NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

CASE MANAGER
CS-0101-11

INTRODUCTION

This position is within the Office of Neighborhood Safety and Engagement (ONSE), Family Survivor Support Division (FSS). The mission of FSS is to enhance public safety and empower District residents to lead more productive lives by building on the strengths of juveniles, adults, and their families. FSS provides a continuum of care for individuals and families affected by violence, emphasizing personal accountability, skill development, family involvement, and community support in the least restrictive, homelike environment consistent with public safety. FSS provides the district with the best continuum of care for violence-involved juveniles, adults and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support.

The incumbent serves as a Case Manager to ensure that juveniles, adults, and families are provided with the resources, support, and opportunities necessary for successful transitions away from environments of violence and trauma. This includes placing individuals in the least restrictive settings consistent with public safety. Delivering comprehensive services to reduce recidivism and support recovery. Fostering personal accountability and skill-building to encourage positive outcomes.

MAJOR DUTIES

Provides comprehensive case management services to juveniles, adults, and family victims affected by homicides, shootings, stabbings, and assaults deemed gang or crew related. Conducts interviews to gather background information and explain available program resources and objectives.

Arranges necessary services and placements for victims, tracking their progress while in care. Maintains frequent contact with juveniles, adults, families, and service providers to ensure needs are met, adjusting as needed.

Monitors and engages with juveniles, adults, and families through regular contact with individuals, service providers, schools, employers, and others. Ensures compliance with FSS program rules and supports behavior, attendance, and participation. Engagements are tailored to individual needs as outlined in the FSS Case Management Manual.

Provides timely crisis intervention services to address immediate concerns and stabilize situations as they arise. Develops case management initiatives and structured schedules for juveniles, adults, and families to support transitions from home, school, or relocation. Collaborates with survivors, immediate family members, partner government agencies, and community-based service providers to coordinate services. Schedules individual and family contacts to maintain consistent engagement.

Writes reports, narratives, and responses to correspondence related to assigned cases.

Communicates with juveniles, adults, families, school staff, mental health professionals, and social agencies to address concerns or answer questions. Documents all case-related contacts promptly and thoroughly, ensuring all relevant details and case dispositions are included for future reference. Provides required tracking information and reports to appropriate offices or courts. Inputs case data into the agency's automated case management information system.

Represents ONSE and the FSS Division at court hearings, meetings, and other events, submitting required reports as outlined in the FSS Case Management Manual. Acts as a resource person to other agencies on shared cases and provides information and advocacy for clients and their families. Facilitates referrals to community-based agencies, providers, and other resources for juveniles, adults, and families. Serves as a community liaison and advocates supporting juveniles, adults and their families, minimizing challenges related to community reintegration.

Collaborates with institutional staff and other service providers to develop comprehensive treatment plans for victims of violence including their families. Attend all mandatory training sessions, hearings, and meetings to remain compliant with ONSE and the FSS Division policies and best practices.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of ONSE and the FSS Division’s organizational functions, including legal mandates and program requirements.

Knowledge of the District’s Medicaid program in all forms, including Managed Care Organizations, fee-for-service vendors, and Mental Health Rehabilitation services.

Knowledge of available resources in social services, health, education, and recreational sectors to effectively support program goals and objectives.

Skill in conducting motivational interviews to gather critical background data and assess client needs.

Skill in counseling and behavioral management to effectively guide and support high-risk juveniles, adults, and families in alignment with the objectives of the FSS program.

Ability to use analytical skills to assess situations, develop effective solutions, and to navigate and access Medicaid services on behalf of ONSE juveniles, adults, and families.

Demonstrated ability to work collaboratively and collegially with a broad range of stakeholders, including Court Social Services staff (judges, probation officers), families, and partnering government agencies and community-based organizations.

Excellent communication skills both orally and in writing, and the ability to understand and address clients' needs, particularly when working with individuals from diverse backgrounds.

Demonstrated experience in creative planning and problem-solving, with the ability to develop innovative solutions, use sound judgment and time-management skills.

Ability to effectively participate in team settings, working with other professionals to develop and implement service and aftercare plans.

SUPERVISORY CONTROLS

The Program Manager provides specific assignments, defines objectives and the scope of responsibilities, sets priorities and deadlines, and offers assistance as needed. Work is carried out in alignment with established directions, standards, policies, and procedures. The Program Manager or a higher-graded worker offers advice or support on complex or controversial matters. Performance is assessed based on timeliness, efficiency, effectiveness of services delivered, and the overall quality of work. Recommendations are subject to review prior to final release.

GUIDELINES

Guidelines include policies and procedures established for the Family Survivor Support (FSS) Division and programs, district and federal mandates standard operating procedures for case management protocol that is associated with tracking cases.

The incumbent exercises judgment in selecting and interpreting these guidelines to address specific issues effectively.

COMPLEXITY

The incumbent manages routine cases that involve planning and coordinating the necessary services for juveniles, adults, and families. The work can be challenging due to varying interpretations of guidelines, complex problems, conflicting facts, and clients' reluctance to cooperate or resolve issues. In crisis situations, the incumbent may be required to remain available via cellular phone, Microsoft Teams, or email to provide support and assistance.

SCOPE AND EFFECT

The purpose of this role is to provide guidance, counseling, and referral services to clients, as outlined in the FSS Manual. The work involves addressing a range of routine problems and issues for which there are established and accepted solutions. The

outcomes of this work directly contribute to the resolution of specific problems, issues, or cases and may lead to changes in certain practices and procedures.

PERSONAL CONTACTS

Contacts primarily involve face-to-face interactions with clients, as determined by the FSS Program Manager. Additional interactions occur with juveniles, adults, parents/guardians, judges, lawyers, school personnel, employers, colleagues, and other significant individuals involved with the clients.

PURPOSE OF CONTACTS

The purpose of contacts is to provide guidance and case management processes to survivors and families of homicide victims as well as to exchange, clarify, and obtain information necessary for carrying out case assignments effectively.

PHYSICAL DEMANDS

The position requires the incumbent to conduct frequent field assignments, which may include during regular tour of duty and occasionally evening or weekend hours. The work involves a combination of standing, walking, sitting, and extensive driving, among other physical activities. Assignments occasionally require the incumbent to assists in set-up for remembrance events and support groups, that may entail moving a table or chairs.

WORK ENVIRONMENT

The work is performed in a variety of settings, including office environments, clients' homes, community organizations and agencies, public institutions, churches, hospitals, courts, and high-risk or high-crime neighborhoods. The employee is exposed to potential risks, including the possibility of physical harm or attack from emotionally disturbed, hostile, or uncooperative clients, their families, or individuals in high-risk areas. Additionally, there is the potential for exposure to illness or contagious diseases from clients.

The work environment is inherently high-risk, with exposure to crime scenes, unpredictable situations, and conditions that cannot always be controlled. This includes working in clients' homes or high-risk areas where danger may not be immediately visible, and where outside communication may be limited or nonexistent. The employee may experience unusual environmental stress due to the unpredictability of the situations encountered, including the potential for physical attack or other dangerous circumstances.

The nature of the work requires the case manager to operate in an unprotected environment, where conditions can change rapidly and unexpectedly, presenting challenges that cannot always be anticipated.

LICENSURE/CERTIFICATIONS

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

SPECIAL REQUIREMENTS

The incumbent is subject to enhanced screening pursuant to Chapter 4 of the D.C. personnel regulations, Suitability. This position has been designated as a - Safety Sensitive position.

Safety sensitive positions are positions occupied by employees in which it is reasonably foreseeable that if the employee performs the position’s routine duties or tasks while and serious bodily injury or loss of life to self or others.

The Case Manager supports juveniles, adults, and families assigned to their caseloads and is responsible for developing and implementing Individual Service Plans for FSS clients through ONSE. Routine duties that justify the position’s safety-sensitive designation include collaborating with institutional staff and other service providers to develop comprehensive treatment plans for committed youth. The Case Manager writes reports, narratives, and responds to correspondence related to assigned cases. Case Managers also serve as community liaison advocates for juveniles, adults, and families, and represent ONSE at court hearings and meetings.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. Enhanced Suitability
☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other	☑ Department ☐ Field	Washington, DC	Washington, DC	☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)	7. Position Status (Service)	9. Employment /Financial Statement Required?	10. Subject to Identical Additional Action
	☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other	☐ Yes ☑ No	☑ Yes ☐ No
	8. Collective Bargaining Unit (CBU) Code: XAA	11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither 12. FLSA: ☑ Exempt ☐ Nonexempt	13. Competitive Level Code 14. Job Code 557835

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	Case Management Specialist	CS	0101	12	DP	7/15/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Management Specialist	CS	0101	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
Office of Neighborhood Safety and Engagement

c. Third Subdivision

a. First Subdivision
Family Survivor Support Division

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		b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*	
Jeffrey Hill, Program Manager			
Signature	Date 6/17/2025	Signature	Date

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."

Typed Name and Title of Official Taking Action
Devonte Peterson- Human Resources Specialist (Classification)

Signature: Devonte Peterson
Date: 7/15/2025

20. Standards Used in Classifying/Grading Position
US OPM PCS, Handbook of Occupational Groups and Families, December 2018, 0100 - Social Science, Psychology, and Welfare Group, 0101 - Social Science Series

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

22. Remarks *(optional)*
NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

CASE MANAGEMENT SPECIALIST
CS-0101-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE). The mission of the ONSE is to build partnerships and implement strategies that reduce gun-related violence in the District.

The incumbent is responsible for case management services to ONSE's , "Family and Survivor Support" (FSS) Division, which aims to support District residents and visitors impacted by gun violence while in our communities.

MAJOR DUTIES

Provides comprehensive case management to families impacted by gun violence and gun-related homicides and make arrangements for services and placements to track progress of assistance. Works closely with community-based organizations, mental health professionals, and other stakeholders to foster a supportive environment for families navigating challenging circumstances.

Engage with and guide families and survivors while maintaining contact via telephone and/or in person. Provide crisis intervention to participants and families in the community in order to provide support group sessions.

Conducts regular home visits to assess the needs of families affected by homicide and gun violence. Engages in community visits to build relationships with families and identify available resources for support.

Offers individual and group counseling sessions via third-party partnerships that utilize trauma-informed practices and focus on grief and loss. Collaborates in facilitating support groups for adults and children to foster shared experiences and healing. Collaborates in the development of activities and materials that help address coping strategies for families dealing with grief and loss.

Coordinates with community organizations to connect families to essential resources such as financial, legal, and mental health services and support. Leads families in advocating for their needs and rights. Maintains up-to-date resource guides to identify tangible community/government support.

Safeguards accurate and confidential case notes, following the FSS protocol in order to monitor and document progress and services provided while participating in case conferences.

Writes reports, narratives, and answers correspondence related to assigned cases. Make telephone calls to clients, employers, mental health and social agencies, and other

sources to discuss problems or answer questions.

Provides required reports and tracking information for participants to appropriate stakeholders; inputs data into the agency's automated case management information system; documents all contacts in participants' case records to ensure that all pertinent facts and dispositions of cases are incorporated into the file for future reference.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of ONSE organizational functions and legal mandates to develop and carry out comprehensive case management duties for families and ensure effective monitoring, evaluation, and execution of FSS plans.

Thorough knowledge of available resources in social, health, education, and recreational areas to facilitate program goals and objectives. Comprehensive knowledge of interviewing skills to obtain pertinent background data on the client.

Demonstrated knowledge of counseling and skill in behavior management in order to guide and direct high-risk adults and their families to the desired results of the program.

Excellent ability to communicate effectively, both orally and in writing, to listen attentively and recognize clients' needs stemming from traumatic backgrounds. Exceptional interpersonal skills to effectively engage families, colleagues, and community partners to be able to document case notes and prepare reports.

Demonstrated ability to effectively participate in team settings to develop service and/or aftercare plans in order to collaborate with team members and implement certain aspects of case management plans.

Thorough knowledge of the District's Medicaid program and ability to navigate and access services on behalf of ONSE participants from the District's existing Medicaid systems i.e., Managed Care Organizations, fee-for-service vendors, Mental Health Rehabilitation services.

Thorough knowledge of training and professional development activities including case management principles and practices, assessment, planning, implementation, and evaluation in order to remain informed regarding best practices in trauma-informed care, grief support, and community resources.

Demonstrated knowledge of and experience with grief and loss, support, and understanding of trauma-informed care methodologies in order to work sensitively with diverse populations and understand the cultural factors that may impact service delivery.

CASE MANAGEMENT SPECIALIST
CS-0101-12

SUPERVISORY CONTROLS

The incumbent works under the broad supervision of the Deputy Director, who defines general assignments, objectives, and scope of responsibilities. Incumbent, in consultation with the supervisor, determines priorities and deadlines, and addresses additional support as needed. Work is performed according to established directions, standards, and policies and procedures. The level of supervision is determined by the level of contact and the individual needs of FSS participants according to the ONSE Case Management Protocols. The supervisor or higher-graded Case Manager provides guidance or assistance on controversial issues. Work is reviewed and performance is evaluated on the basis of timelines, efficiency, effectiveness of services delivered, and quality of work. Additionally, recommendations are reviewed prior to the release of correspondence to individuals.

GUIDELINES

Guidelines include ONSE policies and procedures, case management guidelines, and standard operating procedures. Other guides consist of FSS policies, procedures, controls, and objectives. Confidentiality and privacy laws regarding HIPAA, DC Mental Health Information Act, child abuse and neglect reporting, Victim rights and crime survivor laws, DC Victims' Rights Amendment Act, DC Privacy Act, ADA laws, and Domestic Violence and Protection Laws.

Incumbent exercises judgment in interpreting and adapting program policies, regulations, and procedures to ensure the timely and appropriate implementation of the resolution of problems not covered by guidelines.

COMPLEXITY

The incumbent is involved in routine cases that require planning and coordinating the needs and services required for clients and families. Hours of work will vary depending on job responsibilities and the needs of their current caseload. Most work will be performed during daytime hours; however, some crisis response and out-of-district travel may be required to meet the agency's contact standards as well as regular attendance to the needs of individuals. The incumbent may be required to be available by cellular phone for crisis situations.

SCOPE AND EFFECT

The purpose of the work is to support the Office of Neighborhood Safety and Engagement in advancing the District's policy goals and priorities for individuals and families impacted by gun violence. This position contributes to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations to provide counseling, referral services, resources, and support in order to foster a supportive environment for families navigating challenging

circumstances. The work affects the accuracy of case notes documented and accountability in the counseling, referrals, and overall services provided to individuals to produce positive outcomes that result from program operations. The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia, where effective job performance results in stable adjustment and community safety and stability. Errors in judgment pertaining to clients may result in re-arrest, unemployment, or Pathways Program dismissal.

PERSONAL CONTACTS

Contacts are (established by the level of supervision) with clients. Additional contacts are with judges, lawyers, school personnel, employers, colleagues, and significant others of the clients; 3rd party vendors, medical personnel, mental health professionals, and organizations servicing clients through referrals. Contacts are made in structured and routine environments during normal business hours to obtain optimal and timely responses from service providers to clients.

PURPOSE OF CONTACTS

The purpose of contacts is to provide guidance and case management processes to survivors and families of homicide victims as well as to exchange, clarify, and obtain information necessary for carrying out case assignments effectively. Clients may initially be resistant and uncooperative to the program but establishing contacts with service providers will facilitate the resolution of issues and the achievement of compromises for various solutions.

PHYSICAL DEMANDS

The position requires the incumbent to conduct frequent field assignments, which may include during regular tour of duty and occasionally evening or weekend hours. The work involves a combination of standing, walking, sitting, and extensive driving, among other physical activities. Assignments occasionally require the incumbent to assist with set-up for remembrance events and support groups, which may entail moving tables or chairs.

WORK ENVIRONMENT

The work is performed in a variety of settings, including office environments, clients' homes, community organizations and agencies, public institutions, churches, hospitals, courts, and high-risk or high-crime neighborhoods. The employee is exposed to potential risks, including the possibility of physical harm or attack from emotionally disturbed, hostile, or uncooperative clients, their families, or individuals in high-risk areas. Additionally, there is the potential for exposure to illness or contagious diseases from clients.

The work environment is inherently high-risk, with exposure to crime scenes,

unpredictable situations, and conditions that cannot always be controlled. This includes working in clients' homes or high-risk areas where danger may not be immediately visible, and where outside communication may be limited or nonexistent. The employee may experience unusual environmental stress due to the unpredictability of the situations encountered, including the potential for physical attack or other dangerous circumstances.

The nature of the work requires the case manager to operate in an unprotected environment, where conditions can change rapidly and unexpectedly, presenting challenges that cannot always be anticipated.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 DC personnel regulations, Suitability. This position is designated as Safety Sensitive.

This job is classified as “safety sensitive” due to the position’s duties and responsibilities. Safety sensitive positions are positions occupied by employees in which it is reasonably foreseeable that if the employee performs the position’s routine duties or tasks while under the influence of drugs or alcohol, the person will likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

The Case Manager supports juveniles, adults, and families assigned to their caseloads and is responsible for developing and implementing Individual Service Plans for FSS clients through ONSE. Routine duties that justify the position’s safety-sensitive designation include collaborating with institutional staff and other service providers to develop comprehensive treatment plans for committed youth. The Case Manager writes reports, narratives, and responds to correspondence related to assigned cases. Case Managers also serve as community liaison advocates for juveniles, adults, and families, and represent ONSE at court hearings and meetings.

LICENSURE/CERTIFICATIONS

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

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other

3. Service: ☒ Department ☐ 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): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other
Safety Sensitive

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Req'd? ☐ Yes ☒ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551062

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	Case Manager	CS	0101	12	[signature]	12/19/18
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment
Deputy Mayor for Public Safety & Justice

a. First Subdivision
Office of Neighborhood Safety and Engagement (ONSE)

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor
Marcus Ellis, Chief of Staff

Signature [signature] Date 12-3-18

b. Typed Name and Title of Higher -Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action
Francine Dease, Human Resources Specialist (Class/Comp)

Signature [signature] Date 12/19/18

20. Standards Used in Classifying/Grading Position
Handbook of Occupational Groups and Families, Social Science Series, GS-0101; Primary Standard

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

22. Remarks *(optional)*
No Promotion Potential. Note: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulation - Safety Sensitive

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

CASE MANAGER
CS-0101-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

The incumbent provides case management services to The Office of Neighborhood Safety and Engagement "Pathways Program" which aims to decrease the likelihood of criminal justice involvement, and improve the outcomes of employment, education, workforce development, health and wellness, and housing stability of those that are most likely to be harmed, or cause harm. The age range of participants is 20-35. This will be achieved by:

- Reducing criminality through mentorship and relentless follow ups to prevent arrest or incarceration by providing a safety net of healthy opportunities and alternative paths
- Improving the quality of life and self-sufficiency of program participants through employment, housing, family involvement, and community involvement
- Improving the health and wellness of program participants by addressing physical and mental health and/or substance use (sobriety and relapse prevention)
- Achieving systems change through multi-agency collaboration and case management strategies
- Using Restorative Justice practices to help individuals take ownership of their actions, understand the impacts caused to victims, and the role they play in rebuilding their communities

MAJOR DUTIES AND RESPONSIBILITIES

Provides case management through interviewing sessions with the ONSE participants and family to obtain the necessary background data and to explain program expectations and

goals. Arranges for services and placements and tracks progress while in ONSE programming. Conducts frequent contact with participants and service providers to ascertain that needs are being met or makes adjustments accordingly.

Monitors and engages the ONSE participant. Engagement of the participant is provided through regular contact with the individual, family, service providers, schools, employers, etc.,. The level of supervision and the individual needs of the participant determine the level of contact and according to the ONSE Case Management Protocols. Provides crisis intervention to participant and families in the community. Responds by telephone or in person when necessary.

Works in collaboration with others providing services. Schedules individual, family and/or group contacts. Plans and coordinates recreational, cultural and educational group activities for participants and their families. Conducts announced and unannounced visits to the ONSE participants home, school, or place of employment to ensure that the participant is maintaining his/her schedule and complying with the ONSE guidelines.

Writes reports, narratives and answers correspondence relative to the assigned cases. Makes telephone calls to clients, employer, mental and social agencies, and other sources to discuss problems or answer questions. Documents all contacts in each participant's case record on a timely and thorough basis and ensures that all pertinent facts and disposition of the case is incorporated into the file for future reference. Provides required reports and tracking information for participants to appropriate stakeholders. Inputs data into the agencies automated case management information system.

Provides case management services to ONSE participants in the community to include referrals to appropriate community-based agencies, providers and other sources. Serves as a resource person to other agencies on cases of mutual interest, and provides information to clients and their families, serves as a community liaison advocate for participants and their families in order to minimize problems related to his/her adjustment in the community. Attends meetings as necessary.

Collaborates with ONSE staff and other providers to develop a comprehensive treatment plan for participants and family members.

Attends all mandated trainings, hearings and meetings. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of ONSE, Administration's and Division's organizational functions and the legal agency mandates.

Knowledge of available resources in social, health, education and recreational areas to facilitate program goals and objectives.

Knowledge of interviewing skills in order to obtain pertinent background data on the client.

Knowledge of counseling and behavior management skills in order to guide and direct high risk adults and their families to desired results of the program.

Ability to communicate effectively, both orally and in writing.

Ability to listen attentively and be cognizant of clients' needs, especially in dealing with clients from traumatic backgrounds.

Ability to effectively participate in team settings with other professionals to develop service plans and/or aftercare plans where various team members are responsible for implementation of certain aspects of the plan.

Broad knowledge of the Districts Medicaid program in all of its forms and the ability to navigate and access services on behalf of ONSE participants from the Districts existing Medicaid systems i.e. Managed Care Organizations, fee-for-service vendors, Mental Health Rehabilitation services.

Strong oral and written communication skills, good judgment and time-management skills.

SUPERVISORY CONTROLS

The supervisor makes specific assignments, defines objectives and the scope of responsibilities, determines priorities and deadlines, and provides assistance as required. Work is performed in accordance with directions, standards, and established policies and procedures. Supervisor or higher graded worker provides advice or assistance on controversial issues. Performance is evaluated on basis of timelines, efficiency, effectiveness of services delivered, and quality of work. Recommendations are reviewed prior to release.

GUIDE LINES

Guidelines of the position include policies and procedures of the Office of Neighborhood Safety and Engagement as applied to the specialized nature of case management work and guidelines established in the procedures, controls and objectives of the Office.

The size and diversity of the Pathways program are such that the employee must use judgment in interpreting and adapting program polices, regulations and procedures to insure the timely and appropriate implementation of the resolution of problems not covered by guidelines.
The employee recommendations changes which will correct such problems and promote the effective achievement of program objectives.

COMPLEXITY

The incumbent is involved in routine cases that require him/her to plan and coordinate the needs and services required for the client. Hours of work will vary depending on job responsibilities and the needs of their current caseload. Most work will be performed during day time hours; however, some crisis response and out of district travel may be required to meet the agency's contact standards as well as attend to the needs of individual.. The incumbent may be required to be available by cellular phone and/or digital pager for crisis situations.

SCOPE AND EFFECT

The purpose of the work is to support Office of Neighborhood Safety and Engagement in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations. Also to provide guidance and counseling and referral services to the clients as needed. Therefore, the work affects the accuracy and reliability of further processes. Errors in judgment pertaining to client may result in re-arrest, unemployment, or Pathways Program dismissal. Effective job performance results in stable adjustment and community safety and stability.

The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia.

PERSONAL CONTACTS

Contacts are face-to-face (as established by level of supervision) with clients. Additional contacts are with judges, lawyers, school personnel, employers, colleagues and significant others of the clients.

PURPOSE OF CONTACTS

The purpose of the contacts is to provide guidance and supervision to the client and to give, exchange, clarify and obtain information regarding the client in order to carryout case assignments

PHYSICAL DEMANDS

The work requires the incumbent to carry out frequent field assignments (morning, afternoon and occasionally evening hours) involving standing, walking, sitting and extensive driving, etc.

WORK ENVIRONMENT

The work requires frequent field visitations; however some work is performed in an office setting.

Employee must be able to maintain flexible working hours to meet program needs that may include evenings, nights and weekends. Employee must also be able to work independently with minimum supervision. The employee must be self-motivated, disciplined and comfortable working in a fast paced environment that is highly driven, at times, by challenging deadlines.

OTHER SIGNIFICANT FACTS:

Incumbent must possess and maintain a valid driver's license.

Creativity in planning and problem-solving skills are desirable.

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. Personnel Regulation. Suitability – Safety Sensitive

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☑ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)
I.L.O Case Manager CS-010-12
Dated: 12/19/2018

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action: ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551062

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	Case Manager	CS	0101	12	DP	2/27/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Yasha Robinson, Chief Operating Officer

Signature: Yasha Williams Robinson — Date: 2/19/2025

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Devonte Peterson- HR Specialist (Classification)

Signature: Devonte Peterson — Date: 2/27/2025

20. Standards Used in Classifying/Grading Position: Handbook of Occupational Groups and Families, Social Science Series, GS-0101; Primary Standard

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

22. Remarks *(optional)*
No Known Promotion Potential.
Note: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulation - Safety Sensitive

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

CASE MANAGER
CS-0101-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE). The mission of the ONSE is to build partnerships and implement strategies that reduce gun-related violence in the District.

The incumbent is responsible for case management services to The Office of Neighborhood Safety and Engagement "Pathways Program" which aims to decrease the likelihood of criminal justice involvement, and improve the outcomes of employment, education, workforce development, health and wellness, and housing stability of those that are most likely to be harmed, or cause harm.

MAJOR DUTIES

Provides case management through interviewing sessions with the ONSE participants and families to obtain necessary background data and explain program expectations and goals. Arranges for services, placements, and tracks progress while in ONSE programming. Conducts frequent contact with participants and service providers to ascertain the programmatic needs being met and makes adjustments accordingly.

Engages and guides participants while maintaining thorough contact with individuals, families, service providers, schools, employers, etc., by telephone or in-person, when necessary. Monitors and engages the ONSE participants in order to provide crisis intervention to participants and families in the community.

Schedules individual, family, and/or group contacts. Plans and coordinates recreational, cultural, and educational group activities for participants and their families. Conducts announced and unannounced visits to the ONSE participant’s home, school, or place of employment to ensure that participants are maintaining schedules and compliance with the ONSE guidelines.

Writes reports, narratives, and answers correspondence relative to the assigned cases. Incumbent makes telephone calls to clients, employers, mental and social agencies, and other sources to discuss problems or answer questions. Provides required reports and tracking information for participants to appropriate stakeholders. Inputs data into the agency’s automated case management information system. Incumbent documents all contacts in each participant's case records on a timely and thorough basis to ensure that all pertinent facts and dispositions of cases are incorporated into the file for future reference.

Provides case management services to ONSE participants in the community to include referrals to appropriate community-based agencies, providers, and other resources. Incumbent in collaboration with ONSE staff and other providers to develop a comprehensive treatment plan for participants and family members. Serves as a resource

person to other agencies on cases of mutual interest and provides information to clients and their families. Serves as a community liaison advocate for participants and their families in order to minimize problems related to participants' adjustments in the community.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of ONSE, Administration's and Division's organizational functions and the legal agency mandates. in order to develop plans and carry out activities to ensure effective monitoring, evaluation and a well-defined plan.

Thorough knowledge of available resources in social, health, education, and recreational areas to facilitate program goals and objectives.

Comprehensive knowledge of interviewing skills in order to obtain pertinent background data on the client.

Demonstrated knowledge of counseling and skill in behavior management in order to guide and direct high-risk adults and their families to desired results of the program.

Excellent ability to communicate effectively, both orally and in writing. Ability to listen attentively and be cognizant of clients' needs in order to manage clients from traumatic backgrounds.

Demonstrated ability to effectively participate in team settings with other professionals to develop service plans and/or aftercare plans where various team members are responsible for implementation of certain aspects of the plan.

Thorough knowledge of the District's Medicaid program in all of its forms and the ability to navigate and access services on behalf of ONSE participants from the Districts existing Medicaid systems i.e. Managed Care Organizations, fee-for-service vendors, Mental Health Rehabilitation services.

SUPERVISORY CONTROLS

The incumbent works under the broad supervision of the Deputy Director who defines assignments, objectives, and scope of responsibilities, determines priorities and deadlines, and provides assistance as required. Work is performed in accordance with directions, standards, and established policies and procedures. The level of supervision and the individual need of the participant is determined by the level of contact in accordance with the ONSE Case Management Protocols. Supervisor or higher-graded worker provides advice or assistance on controversial issues. Performance is evaluated on the basis of timelines, efficiency, effectiveness of services delivered, and quality of

work. Recommendations are reviewed prior to release.

GUIDELINES

Guidelines of the position include policies and procedures of the Office of Neighborhood Safety and Engagement as applied to the specialized nature of case management work and guidelines established in the procedures, controls, and objectives of the Office.

The size and diversity of the Pathways program are such that the employee must use judgment in interpreting and adapting program policies, regulations, and procedures to ensure the timely and appropriate implementation of the resolution of problems not covered by guidelines.

COMPLEXITY

The incumbent is involved in routine cases that require planning and coordinating the needs and services required for the client. Hours of work will vary depending on job responsibilities and the needs of their current caseload. Most work will be performed during daytime hours; however, some crisis response and out-of-district travel may be required to meet the agency's contact standards as well as regular attendance to the needs of individuals. The incumbent may be required to be available by cellular phone and/or digital pager for crisis situations.

SCOPE AND EFFECT

The purpose of the work is to support the Office of Neighborhood Safety and Engagement in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations. Also, to provide guidance, counseling, and referral services to clients as needed. Therefore, the work affects the accuracy and reliability of further processes. Errors in judgment pertaining to clients may result in re-arrest, unemployment, or Pathways Program dismissal. Effective job performance results in stable adjustment and community safety and stability.

The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia.

PERSONAL CONTACTS

Contacts are face-to-face (as established by the level of supervision) with clients. Additional contacts are with judges, lawyers, school personnel, employers, colleagues, and significant others of the clients.

PURPOSE OF CONTACTS

The purpose of the contacts is to provide guidance and supervision to the client and to give, exchange, clarify, and obtain information regarding the client in order to carry out case assignments.

PHYSICAL DEMANDS

The work requires the incumbent to carry out frequent field assignments (morning, afternoon, and occasionally evening hours) involving standing, walking, sitting, and extensive driving, etc.

WORK ENVIRONMENT

The work requires frequent field visitation; however, some work is performed in an office setting. Employee must be able to maintain flexible working hours to meet program needs that may include evenings, nights, and weekends. The incumbent must also be able to work independently with minimum supervision. The employee must be self-motivated, disciplined, and comfortable working in a fast-paced environment that is highly driven, at times, by challenging deadlines.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. Personnel Regulation. Suitability- Safety Sensitive.

This job is classified as “safety sensitive” due to the position’s duties and responsibilities. Safety sensitive positions are positions occupied by employees in which it is reasonably foreseeable that if the employee performs the position’s routine duties or tasks while under the influence of drugs or alcohol, the person will likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

The incumbent will be responsible for providing case management services to ONSE participants in the community to include referrals to appropriate community-based agencies, providers, and other resources, collaborating with ONSE staff and other providers to develop a comprehensive treatment plan for participants and family members. They will also be serving as a resource to other agencies on cases of mutual interest and provide information to clients and their families; serving as a community liaison advocate for participants and their families in order to minimize problems related to participants’ adjustments in the community. Additionally, the incumbent will be responsible for engaging and guiding participants while maintaining thorough contact with individuals, families, service providers, schools, employers, etc. by telephone or in-person, when necessary as well as monitoring and engaging the ONSE participants in order to provide crisis intervention to participants and families in the community.

Incumbent must possess and maintain a valid driver's license.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion of drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☑ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)
I.L.O Case Manager CS-010-12
Dated: 12/19/2018

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action: ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551062

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	Case Manager	CS	0101	12	DP	2/27/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Yasha Robinson, Chief Operating Officer

Signature: Yasha Williams Robinson — Date: 2/19/2025

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Devonte Peterson- HR Specialist (Classification)

Signature: Devonte Peterson — Date: 2/27/2025

20. Standards Used in Classifying/Grading Position: Handbook of Occupational Groups and Families, Social Science Series, GS-0101; Primary Standard

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

22. Remarks *(optional)*
No Known Promotion Potential.
Note: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulation - Safety Sensitive

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

CASE MANAGER
CS-0101-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE). The mission of the ONSE is to build partnerships and implement strategies that reduce gun-related violence in the District.

The incumbent is responsible for case management services to The Office of Neighborhood Safety and Engagement "Pathways Program" which aims to decrease the likelihood of criminal justice involvement, and improve the outcomes of employment, education, workforce development, health and wellness, and housing stability of those that are most likely to be harmed, or cause harm.

MAJOR DUTIES

Provides case management through interviewing sessions with the ONSE participants and families to obtain necessary background data and explain program expectations and goals. Arranges for services, placements, and tracks progress while in ONSE programming. Conducts frequent contact with participants and service providers to ascertain the programmatic needs being met and makes adjustments accordingly.

Engages and guides participants while maintaining thorough contact with individuals, families, service providers, schools, employers, etc., by telephone or in-person, when necessary. Monitors and engages the ONSE participants in order to provide crisis intervention to participants and families in the community.

Schedules individual, family, and/or group contacts. Plans and coordinates recreational, cultural, and educational group activities for participants and their families. Conducts announced and unannounced visits to the ONSE participant’s home, school, or place of employment to ensure that participants are maintaining schedules and compliance with the ONSE guidelines.

Writes reports, narratives, and answers correspondence relative to the assigned cases. Incumbent makes telephone calls to clients, employers, mental and social agencies, and other sources to discuss problems or answer questions. Provides required reports and tracking information for participants to appropriate stakeholders. Inputs data into the agency’s automated case management information system. Incumbent documents all contacts in each participant's case records on a timely and thorough basis to ensure that all pertinent facts and dispositions of cases are incorporated into the file for future reference.

Provides case management services to ONSE participants in the community to include referrals to appropriate community-based agencies, providers, and other resources. Incumbent in collaboration with ONSE staff and other providers to develop a comprehensive treatment plan for participants and family members. Serves as a resource

person to other agencies on cases of mutual interest and provides information to clients and their families. Serves as a community liaison advocate for participants and their families in order to minimize problems related to participants' adjustments in the community.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of ONSE, Administration's and Division's organizational functions and the legal agency mandates. in order to develop plans and carry out activities to ensure effective monitoring, evaluation and a well-defined plan.

Thorough knowledge of available resources in social, health, education, and recreational areas to facilitate program goals and objectives.

Comprehensive knowledge of interviewing skills in order to obtain pertinent background data on the client.

Demonstrated knowledge of counseling and skill in behavior management in order to guide and direct high-risk adults and their families to desired results of the program.

Excellent ability to communicate effectively, both orally and in writing. Ability to listen attentively and be cognizant of clients' needs in order to manage clients from traumatic backgrounds.

Demonstrated ability to effectively participate in team settings with other professionals to develop service plans and/or aftercare plans where various team members are responsible for implementation of certain aspects of the plan.

Thorough knowledge of the District's Medicaid program in all of its forms and the ability to navigate and access services on behalf of ONSE participants from the Districts existing Medicaid systems i.e. Managed Care Organizations, fee-for-service vendors, Mental Health Rehabilitation services.

SUPERVISORY CONTROLS

The incumbent works under the broad supervision of the Deputy Director who defines assignments, objectives, and scope of responsibilities, determines priorities and deadlines, and provides assistance as required. Work is performed in accordance with directions, standards, and established policies and procedures. The level of supervision and the individual need of the participant is determined by the level of contact in accordance with the ONSE Case Management Protocols. Supervisor or higher-graded worker provides advice or assistance on controversial issues. Performance is evaluated on the basis of timelines, efficiency, effectiveness of services delivered, and quality of

work. Recommendations are reviewed prior to release.

GUIDELINES

Guidelines of the position include policies and procedures of the Office of Neighborhood Safety and Engagement as applied to the specialized nature of case management work and guidelines established in the procedures, controls, and objectives of the Office.

The size and diversity of the Pathways program are such that the employee must use judgment in interpreting and adapting program policies, regulations, and procedures to ensure the timely and appropriate implementation of the resolution of problems not covered by guidelines.

COMPLEXITY

The incumbent is involved in routine cases that require planning and coordinating the needs and services required for the client. Hours of work will vary depending on job responsibilities and the needs of their current caseload. Most work will be performed during daytime hours; however, some crisis response and out-of-district travel may be required to meet the agency's contact standards as well as regular attendance to the needs of individuals. The incumbent may be required to be available by cellular phone and/or digital pager for crisis situations.

SCOPE AND EFFECT

The purpose of the work is to support the Office of Neighborhood Safety and Engagement in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations. Also, to provide guidance, counseling, and referral services to clients as needed. Therefore, the work affects the accuracy and reliability of further processes. Errors in judgment pertaining to clients may result in re-arrest, unemployment, or Pathways Program dismissal. Effective job performance results in stable adjustment and community safety and stability.

The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia.

PERSONAL CONTACTS

Contacts are face-to-face (as established by the level of supervision) with clients. Additional contacts are with judges, lawyers, school personnel, employers, colleagues, and significant others of the clients.

PURPOSE OF CONTACTS

The purpose of the contacts is to provide guidance and supervision to the client and to give, exchange, clarify, and obtain information regarding the client in order to carry out case assignments.

PHYSICAL DEMANDS

The work requires the incumbent to carry out frequent field assignments (morning, afternoon, and occasionally evening hours) involving standing, walking, sitting, and extensive driving, etc.

WORK ENVIRONMENT

The work requires frequent field visitation; however, some work is performed in an office setting. Employee must be able to maintain flexible working hours to meet program needs that may include evenings, nights, and weekends. The incumbent must also be able to work independently with minimum supervision. The employee must be self-motivated, disciplined, and comfortable working in a fast-paced environment that is highly driven, at times, by challenging deadlines.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. Personnel Regulation. Suitability- Safety Sensitive.

This job is classified as “safety sensitive” due to the position’s duties and responsibilities. Safety sensitive positions are positions occupied by employees in which it is reasonably foreseeable that if the employee performs the position’s routine duties or tasks while under the influence of drugs or alcohol, the person will likely cause actual, immediate, and serious bodily injury or loss of life to self or others.

The incumbent will be responsible for providing case management services to ONSE participants in the community to include referrals to appropriate community-based agencies, providers, and other resources, collaborating with ONSE staff and other providers to develop a comprehensive treatment plan for participants and family members. They will also be serving as a resource to other agencies on cases of mutual interest and provide information to clients and their families; serving as a community liaison advocate for participants and their families in order to minimize problems related to participants’ adjustments in the community. Additionally, the incumbent will be responsible for engaging and guiding participants while maintaining thorough contact with individuals, families, service providers, schools, employers, etc. by telephone or in-person, when necessary as well as monitoring and engaging the ONSE participants in order to provide crisis intervention to participants and families in the community.

Incumbent must possess and maintain a valid driver's license.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion of drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☒ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Chief of Staff, MS-0301-15;dated 3/5/2019; Job Code #550892

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: MSS

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☑ Supervisory ☐ Managerial ☐ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552321

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	Chief of Staff	MS	0301	16	SW	12/2/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Chief of Staff	MS	0301	16		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Delbert McFadden, Executive Director

Signature: Delbert McFadden (Nov 30, 2021 09:50 EST)

Date: Nov 30, 2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White

Digitally signed by Sadina White
DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US
Date: 2021.12.02 08:36:08 -05'00'

Date: 12/2/2021

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998

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

22. Remarks *(optional)*

No Known Promotion Potential

This position is designated as "Emergency" pursuant to Chapter 12 of D.C. personnel regulations, Hours of work, Legal Holidays and Leave.

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

CHIEF OF STAFF
MS-0301-16

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE). ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence.

ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of violent crime into positive behavioral reinforcement activities. ONSE collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. ONSE also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, ONSE will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

The incumbent in this position serves as the Chief of Staff for ONSE, responsible for providing high strategic planning, direction, and management control of staff activities to meet the organizational goals and objectives; managing the complex day-to-day operations carried out by the staff of the ONSE; and developing, coordinating, directing, and administering policies relating to all phases of public information. Incumbent also performs a variety of authoritative advisory duties; and exercises delegated authority to coordinate activities with operating officials, managers, and staff both within the ONSE and various agencies throughout District government.

POSITIONS CONTROLS

Incumbent works under the very broad administrative supervision of the Director of ONSE, who provides assignments, initiated through discussions, conferences, or directives that broadly define missions and functions. The incumbent is responsible for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered as authoritative and are normally accepted without significant change. If the work is reviewed, the review concerns such matters as fulfillment of public safety and justice program objectives, and the effect of advice and influence of the contribution to the advancement of information technology.

Recommendations for new projects and alteration of objectives are usually evaluated only for such consideration as availability of funds and other resources; and to discuss broad program goals and priorities. Performance is evaluated based on overall effectiveness in assisting the Director to achieve desired Mayoral objectives and goals.

Guidelines are broadly stated and non-specific, as in general policy statements, broadly defined public safety and justice objectives and basic legislation require extensive interpretation. Incumbent uses judgment and ingenuity in interpreting the intent of existing guidelines, identifying areas of interest that need further development or study. Frequently, the incumbent is recognized as a technical authority in evaluating the significance and impact and the development and interpretation of guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Supports all the program areas, as directed by the Director of the ONSE, pertaining to office operations, intergovernmental cross-cutting initiatives, performance management; and provides support for overall policy development impacting the ONSE.

Provides oversight, and coordinates efforts and assignments in achieving the agency's long and short-range goals and objectives.

Conducts daily planning, scheduling, and monitoring of ongoing projects. Utilizes database management, project management and other management processes to keep track of activities. Manages assignments and directs job performance activities as they relate to the accomplishment of agency's goals and objectives.

Formulates and interprets policy for dealing with assignments; develops and installs systems and procedures, which track work assignments, and which utilizes the staffing an efficient and effective manner; provides through and timely responses to policy issues, problems, and complaints through proper tracking and control of workflow; and makes adjustments in resource allocations, as necessary.

Identifies problems, needs and specific issues in a particular area. Determines the character of correspondence, reports and documentations received, and the nature of controls needed to ensure the appropriate related action. Makes appropriate assignments to accomplish the desired outcome; brings policy issues and very critical issues to the attention of the appropriate management authorities.

As appropriate, holds meetings on behalf of the Director to direct assignments and carry out special projects.

Directs research and analysis of existing and proposed governmental policies. Evaluates the implications of legislation on the agency; this includes new regulations and concepts and their effects upon the functions of the agency.

Formulates long-range plans designed to ensure that the organization can perform its mission in the future. Follows the progress of the development of major legislative items through research, the media and attendance at hearings and conferences.

Prepares reports and briefings to assist the Director and directs the preparation of reports for meetings outside the agency by ensuring that position papers, policy positions, and the appropriate information has been gathered and reviewed for their use. Coordinates staff work in preparation for the Director and direct reports with Council members, members of authority, political and business organizations, and citizen groups.

Maintains contact with all ONSE employees, D.C. Department of Human Resources, other government agencies, state and local governments, and high-level government officials to justify, defend, negotiate, or settle matters involving significant or controversial issues. The people contacted typically have diverse viewpoints, goals, objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them arriving at a compromise or developing suitable alternatives.

Oversees the revision of long-range plans, goals and objectives for the work directed. Manages the development of policy changes in response to changes in levels of appropriations or other legislated changes.

Provides executive level leadership and direction to subordinate staff. As supervisor, makes decisions on work problems presented by subordinate employees. Assigns work to subordinates based on priorities, selective considerations of difficulty and the requirements of the assignments, and the capabilities of the employees. Gives advice, counsel, or instruction to individual employees on both work and administrative matters. Interviews the candidates and makes recommendations for appointments, promotions, or reassignments involving position and staffing.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission, function, and operational programs of the ONSE. Mastery of the policies, regulations, procedures, and practices of ONSE, and the Executive Office of the Mayor. Mastery of all facets of environmental protection programs, including grants planning and management and sub grant-making.

Mastery of state-of-the-art management tools for project management, resource allocation, budgeting, and performance management. Ability to develop, prepare, execute, and manage complex operating and capital budgets. Knowledge of financial management systems, inclusive of performance-based budgeting.

Mastery of and skill in problem solving, negotiation strategies and project management to conduct in-depth research and analysis, and mastery of management principles, procedures and techniques of analysis and evaluation.

Mastery of a wide range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness, and the improvement of complex management processes and systems. Ability to assimilate information from a variety of sources, analyze information, and recommend course of action to be taken.

Superior communication skills to effectively communicate both orally and in writing. Ability to establish and maintain effective high-performing teams within agency components. Ability to establish effective working and public relations. Ability to effectively present ideas and concepts to groups.

Demonstrated ability to provide leadership and direction in a managerial capacity and in providing leadership in a team-based environment.

SPECIAL REQUIREMENTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability – Security Sensitive.

This position is designated as “Emergency” pursuant to Chapter 12 of D.C. personnel regulations, Hours of Work, Legal Holidays, and Leave.

COVID-19 Vaccination: All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington DC

5. Duty Station: Washington DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☑ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552550

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	Chief Operating Officer	MS	0301	15	MAB	10/26/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Chief Operating Officer	MS	0301	15		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Delbert McFadden, Executive Director

Signature: Delbert McFadden (Oct 26, 2021 13:12 EDT) Date: Oct 26, 2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Maya A. Batts Human Resources Specialist (Classification)

Signature: Maya A Batts Date: 10/26/2021

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979; General Schedule Supervisory Guide HRCD-5 June 1998, April 1998

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

22. Remarks *(optional)*

No known promotion potential.

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

CHIEF OPERATING OFFICER
MS-0301-15

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) and functions as the Chief Operating Officer for Operations. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C) with a focus on utilizing public health approaches to respond to and prevent violence. The mission of the Operations Bureau is to provide administrative support the required tools to achieve operational and programmatic results, priorities, federal and local legislative mandates that must be accomplished by various components of the department.

The Chief Operating Officer is accountable for the overall efficient and effective functioning of the department's operating components which include Administrative Services, Information Technology, Public Affairs, Policy, Legislative and Statistical Analysis, Compliance & Independence Monitoring, Customer Service as well as functions associated with personnel services, labor management partnerships, contracting and procurement, training and employee development, equal opportunity, and language access. The incumbent provides strategic planning, direction, leadership, and management control of staff activities associated with these components to meet the organizational goals and objectives.

POSITION CONTROLS

Works under the general direction of the Director, Office of Neighborhood Safety and Engagement. Assignments are initiated through discussions, conferences, or directives that broadly define missions and functions. The incumbent exercises independent responsibility in planning, designing, and executing programs, projects, studies, and other work. Recommends actions as determined appropriately based on circumstances, experience, judgment, and awareness of the position, actions, desires, and needs of the Director. The incumbent works within the framework of District Government and federal laws, regulations, priority requirements and the department's overall objectives. Results of the work are considered authoritative and normally accepted without significant change. Recommendations for new projects and alterations of objectives are usually reviewed only for such considerations as availability of funds and other resources, and their impact on broad program goals and priorities.

Guidelines are broadly stated and non- specific, as in general policy statements, program and agency objectives, and governing laws and regulations; and require extensive interpretation. These guides are rarely adequate for solving complex and unique problems; therefore, a high degree of originality and technical competence is required to develop techniques and processes to direct timely completion of work efforts.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as one of the top advisors to the Director providing decision-making input in all aspects of departmental operations. Directs the programs and activities in assigned areas using appropriate laws, regulations, and guidelines and in consultation with the Director.

Designs and monitors program activities to ensure accomplishment of established mission and to ensure coordinated and effective service delivery; monitors technological, legislative, and economic developments impacting operations; utilizes information to formulate policy that is aligned with the Department's mission.

Collaborates with external stakeholders to develop mutually beneficial partnerships and to maximize available resources. Develops and maintains linkages with regional, federal, and other District government officials to share information and to ensure support for and understanding ofthe Agency's mission, priorities, programs, and special initiatives.

Provides executive direction and supervision to senior management staff to ensure that program objectives are achieved in a timely and efficient manner; guides the management team in the development of a strategic plan for the bureau operations; establishes goals and objectives; ensures that program financial and performance measures are integrated to achieve desired outcomes.

Coordinates planning with other department components and evaluates progress and achievement of desired outcomes and makes adjustments required to ensure that the organizational mission is accomplished. Establishes performance objectives for management team; reviews and evaluates performance on a quarter and or annual basis.

Develops a working environment that fosters and maintains a high degree of employee morale, professional and technical competency, performance, and integrity. Promotes positive customer focused communication to improve customer services provided. Assesses customer satisfaction and provides feedback. Ensures that employees act promptly and proactively to requests from customers, and that information and services are thorough, accurate, and are provided in a cordial and professional manner.

Oversees financial management budget functions. Prepares program budgets and spending plans in collaboration with appropriate internal and external offices/departments.

Oversees the coordination of the Department's customer services functions; public information and media relations; monitoring and investigations of compliance with federal and Districts laws and regulations; contracting and

procurement actions to ensure the timely purchases of goods and ices; equal employment responsibilities to ensure that customers., and employees receive equal treatment and are not discriminated against; as well as the provision of administrative support to the department relative to transportation services, facilities management, mail and telecommunication services.

Manages, supervises, and directs the day-to-day activities of assigned operations. Evaluates the performance of subordinates. Supervises and assigns duties and responsibilities; conducts performance ratings; formulates overall plans for personnel; approves and disapproves leave requests; recommends selection, promotion, incentive recognition corrective or adverse action; establishes work standards; and identifies developmental and training needs.

Administers the offices programs by establishing program goals and objectives for subordinates and meets frequently leadership and direction. Develops alternative approaches to solving and developing strategies for obtaining needed support from professionals, business, and public groups outside of the department.

Represents the Director at meetings, conferences and other forums with local stakeholders, the media, businesses, and public interest groups. Communicates the Director's position on matters involving new revised legislation, technological developments or current needs and other departmental initiatives. Advises the Director on controversial issues and matters having policy and programmatic impacts.

In the absence of the Director, serves as one of the Senior Deputy Directors who may be designated to assume oversight responsibility for department operations. May be designated to serve or represent the Director on local and national boards requiring departmental representation.

Establishes and maintains contacts with high-ranking officials both internal and external of the District Government in highly unstructured settings. Collaborates with officials within the Mayor's Office, City Administrator, Deputy Mayors' Offices, the Council of the District Columbia, and other District Government agencies.

Establishes partnerships and collaborations with the Federal, local, and state governments, the business community, stakeholders, organizations, institutions, committees and civic groups, private sector partners and the general public.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of District and federal laws, rules, codes, and regulations governing the department's programs and services.

Mastery of effective management principles, practices procedures and techniques.

Mastery of customer services theory and practices, business processes, redesign practices, procurement, contract management and oversight, budget and financial management, revenue collection and spending authority, project management, program evaluation, and management information systems.

Mastery of and skill in problem solving, negotiation strategies, planning, organizing, directing, and controlling human resources and workforce development processes.

Demonstrated ability to plan, organize and implement multiple projects and programs with diverse and completing demands. Proven ability to assimilate information quickly and thoroughly from a variety of sources, analyzes the information, and develops an effective plan of action.

Excellent written and oral communication techniques and skills. Ability to present effectively to various groups and officials using a variety of sources and formats applicable to the particular audience.

Demonstrated skill and experience in providing leadership in a managerial and or supervisory capacity and in a team-based environment securing the support and cooperation of subordinate staff.

NOTE

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

A criminal background and credit check are required for positions within the Office of Neighborhood Safety and Engagement (ONSE).

All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.

Explanation (show any positions replaced)

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

8. Collective Bargaining Unit (CBU) Code:

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

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

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

12. FLSA: [X] Exempt [ ] Nonexempt

13. Competitive Level Code

14. Job Code: 554755

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	Compliance Specialist	CS	1801	12	JPS	11-26-19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Compliance Specialist	CS	1801	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District Government Agency as assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature: Zondie Pendarvis Date: 11/26/19

20. Standards Used in Classifying/Grading Position

US OPM Federal Standard: Job Family Position Classification Standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800; General Inspection, Investigation, Enforcement and Compliance, 1801, dated March 2009 and April 2011

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

22. Remarks *(optional)*

This is a Standard Position Description for use in any agency in the District of Columbia Government.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION

In order to comply withthe requirements of Chapter 11Aof the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and personnel offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

*1. Enter position number used by the agency for control purposes.

*2. To be completed by the certifying human resources office or the Director of Human Resources' designee.

*3. Indicate the Collective Bargaining Unit (CBU) Code for the position.

*4. Enter geographical location, D.C. or state of the position.

*5. Enter geographical location if different from #4.

*6. Enter the competitive level code for use in reduction-in-force actions. Review Chapter 11A Classification, Part II, Subpart 1.13 of the DPM.

*7. Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed, but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

*8. Check one.

*9. Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

*10. Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

*11. Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

*12. Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

*13. Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

14. Agencies may use this section for any additional coding requirement.

*15. Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards", Section III, for DS positions or, "Job Grading Standards for Trades and Labor Occupations," Part I, Section III for RW, RL or RS positions.

- For "Pay Plan" code, use DS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions.

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for DS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "DS 1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

*17. Enter the name of the incumbent. If there is no incumbent, enter "vacant."

*18. Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

*21. The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

*22. Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File, DS 305, January 1979."

*23. D.C. government agencies and the D.C. Office of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

24. This section may be used for additional coding requirements or for any appropriate remarks.

*25. On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

COMPLIANCE SPECIALIST
CS-1801-12

INTRODUCTION

This is a standard position description designed for use in all District of Columbia Government departments, agencies, and offices. This position description depicts generalized duties and responsibilities required of a position with the primary responsibility for performing a combination of investigation, inspection, enforcement and compliance work.

The work involves performing average to complex audits/investigations of suspected administrative, regulatory, or fraudulent activities, which are not in compliance with established District, federal, or other governing laws, regulations, statutes, standards or guidelines; established organization requirements, procedures, and contractual agreements; and other governing guidelines.

MAJOR DUTIES

Conducts reviews of illegal, improper or non-compliant activities within the organization. Collects, correlates, and analyzes large amounts of information to identify, or to substantiate compliance violations. Identifies trends or indicators of these activities from background material and other information sources. Identifies and cites violations and deficiencies with accompanying recommendations for corrective action by supervisor or higher level(s) of authority.

Prepares compliance audits data by compiling and analyzing internal and external information. Determines the methods, approach, and procedures to be utilized to obtain the required information. Analyzes and interprets audit and investigative report findings. Draws valid conclusions, and prepares reports on problem matters; develop recommendations for any necessary changes or corrective action required.

Performs in-depth research through the review and/or audit of administrative and programmatic records and reports, such as organizational documents, courthouses, educational institutions, financial institutions, law enforcement organizations, and health facilities; and administrative databases, internet, etc., of the District and/or other organizations, as appropriate, to establish factual background information/facts, as such information may be used to initiate or pursue civil or administrative judgments.

Works closely with management to identify, address, and eliminate, as possible, problematic areas of compliance. Conducts audits, assessments and surveys. Recommends changes to ensure adherence to governing legal mandates and standards set to minimize potential risks programs.

May perform site visits, announced or unannounced, as appropriate, to investigate complaints; and to follow-up on implementation of corrective actions, ensuring continued adherence to established laws and regulations.

COMPLIANCE SPECIALIST
CS-1801-12

Provides continuing advisory services and support to management and others, concerning administrative, programmatic, and regulatory requirements and responsibilities, associated with organizational policies and procedures to ensure compliance with governing guidelines. Complies with District, federal, state, and local legal requirements by studying existing and new legislation enforcing adherence to requirements, advising management on needed action.

Develops and/or reviews comprehensive and complex narrative and statistical reports, and studies for audit/investigative purposes; and to ensure compliance concerns and/or allegations are thoroughly reviewed for adherence to governing legal mandates.

As appropriate, recommends training, strategies and other methods to obtain or enhance compliance. As needed, recommends new and improved management techniques, support procedures, and controls designed to assist organizations to achieve compliance goals.

Develops and/or makes recommendations for necessary corrective actions, including recommending changes in regulations, policies, and procedures when areas are identified as vulnerable to fraud and abuse. Keeps management informed on significant investigative findings, and establishes controls to insure that appropriate follow-up action has been taken.

Evaluates ongoing and proposed activities, policies, and procedures for potential exposure of the organization to liability or unnecessary costs, and makes recommendations to management as to ways to mitigate such risks.

Prepares reports for the management, identifying conditions disclosed by investigations or allegations, including possible ramifications, correction, and prevention.

Maintains a current, and accurate accounting of all incoming and outgoing data pertaining to program compliance on the compliance tracking system.

May be required to provide testimony of facts at hearings and court proceedings.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Through knowledge of the organization's mission, functions, structure and operation. Thorough knowledge of and skill in the interpretation and application of a wide range of complex District and federal legislation, regulations, policies, precedents, and directives designed to monitor and ensure compliance with organization operations.

Thorough knowledge of and skill in investigative, auditing, problem-solving, negotiation, and strategies to conduct in-depth research and analysis; and knowledge of management principles, procedures and techniques of analysis and evaluation.

Skill in investigation and interviewing, and the ability to detect discrepancies in information, and distinguish between relevant and irrelevant information and evidence.

Thorough knowledge of analytical and evaluative concepts, methods and techniques, and skill in applying sufficient to conduct effective investigations, through the development of or verification of information, as needed; to render determinations on factual data; or to develop new methods, approaches and procedures to address difficult and complex assignments.

Excellent oral and written communication skills, and interpersonal relationships skills, as required, to exercise good judgment in the evaluations of situations and to convey decisions, and other information in a clearly and concise manner.

Skill in the use of operating a personal computer (PC), utilizing Microsoft Office Suite, Excel, Outlook, etc., and a willingness to learn new technology associated with assigned work tasks.

SUPERVISORY CONTROLS

The supervisor sets the overall objectives, scope, priorities and resources available, and in consultation with the incumbent, determines the time frames and any necessary changes in assignments. Incumbent conducts reviews and investigations independently, planning and determining the approach and methodology to be used; and coordinating the work with others, as necessary, to resolve most conflicts which arise. Incumbent keeps the supervisor informed of significant, potentially problematic investigative findings that may affect the organization's decisions regarding project priorities or directions of project assignments, as well as, any potentially sensitive or controversial matters. Completed work is reviewed for effectiveness in meeting organizational goals, guidelines, and effectiveness in achieving intended objectives.

GUIDELINES

Guidelines include organization policies, directives, memoranda, District and federal laws, rules and regulations; Mayoral orders; the Privacy Act, programmatic and contractual guides, etc., which may be applicable but not generally stated. Incumbent uses judgment in choosing, interpreting, adapting available guidelines to specific issues or subjects studied; or in proposing new methods or criteria based upon trends or patterns identified during the course of investigations.

COMPLEXITY

The work requires investigative research, analyses, evaluation and/or development of information to make determinations, or provide advisory services pertinent to compliance issue. The work requires the use of many different and unrelated methods, processes, and procedures to complete assignments, typically complicated or complex in nature. Decisions regarding what needs to be done typically may involve the review and evaluation of considerable, unusual, and/or conflicting information or data/information. The incumbent may be required to develop new or refine existing methods and techniques to resolve complex or sensitive issues.

COMPLIANCE SPECIALIST
CS-1801-12

SCOPE AND EFFECT

The work involves auditing/investigating, and/or enforcing suspected administrative, regulatory, or fraudulent activities, which are not in compliance with established District, federal, local or other governing laws, regulations, statutes, standards or guidelines; established organization requirements, procedures, and contractual agreements; and other governing guidelines. The work impacts the ability of the organization to provide effective operations and service delivery through the administrative identification, assessment, and elimination; or the reduction of issues involving non-compliance with governing legal and regulatory mandates.

PERSONAL CONTACTS

Contacts are moderately unstructured in nature and typically may include interactions with organizational staff, District, local, state, and federal officials, or other individuals providing information concerning compliance issues/matters.

PURPOSE OF CONTACTS

The purpose of contacts is to gather and/or verify information; to plan, coordinate and conduct audits/investigations concerning non-compliance or fraudulent activities; and to provide advisory services to management and appropriate officials in implementing the results of findings.

PHYSICAL DEMANDS

The work is generally sedentary; however, some walking and standing are required during examination of records and information sources, in order to conduct interviews, make site visits, etc., during the course of audits/investigations.

WORK ENVIRONMENT

The work is typically performed in an office or conference room setting; however, site visits outside the organization may be necessary in obtaining information sources.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☑ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Contract Specialist, CS-1102-12; dated 6/4/2019; Job Code #554045

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: AAI

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 554045

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	Contract Specialist	CS	1102	12	SW	3/27/2023
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Contract Specialist	CS	1102	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Contracting & Procurement

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Robin E. Henry, Chief Human Capital Officer

Signature: Robin E Henry Date: 3/27/23

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White Digitally signed by Sadina White DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US Date: 2023.03.28 14:50:23 -04'00' Date: 3/27/2023

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Position Classification Standard for Contracting Series, GS-1102
TS-71 December 1983

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

22. Remarks *(optional)*

Career Ladder - CS-07/09/11/12/13, Promotion Potential to CS-13
Time limited appointments are not subject to Career Ladder appointments

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

CONTRACT SPECIALIST
CS-1102-12

INTRODUCTION

This position is located in various offices, units and/or procurement services sites of the Office of Contracting and Procurement (OCP). The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

The position functions as a Contract Specialist responsible for performing at the journeyman level "cradle to grave" acquisition work including but not limited to planning and carrying out pre-solicitation, evaluation, vendor selection, contract administration, and ensuring contractor performance in the well-established aspects of contracting. The incumbent is positioned in the intermediate level of the Contract Specialist job progression series and is fully qualified to procure material for the District of Columbia (DC).

MAJOR DUTIES

Determines the most appropriate method of procurement and reviews submitted bids and proposals to determine the most competitive, and either selects or recommends to management the most advantageous bid. Responsible for completion of more complex and specialized procurement activities and performs full contract administration duties and may also take a leadership role in conducting price analyses, leading bid evaluation teams.

Develops the bid solicitation such as the statement of work (SOW), terms and conditions, and other requirements for basic procurements; develops pre-negotiation position, determines the types of contracts and negotiation authority to be used, and prepares required justification.

Reviews purchase orders and contracts for completeness, accuracy, and compliance with District and agency policies and procedures; determines the most appropriate method of procurement; determines if requested items can be obtained via an existing contract; conducts pre-bid meeting and distributes bid invitations.

Gathers, compiles, and tabulates bids; evaluates price quotes, and compares to specifications. Researches vendors and evaluates their ability to provide quality materials, equipment, and services. Selects or recommends the most advantageous bid. Drafts final contract and notifies winning vendor.

Conducts marketplace analyses to construct pricing arrangement, subcontracting policy, and similar considerations. Prepares and maintains current acquisition plans, milestone charts, and related schedules.

Uses assigned systems and tools (e.g., PASS) to input, track and report on work items.

Serves as a technical advisor to the team, unit, program staff, and District in procurement planning meetings for assigned actions. Performs analyses of all elements of cost in contractor proposals.

May have warrants and may serve as lead negotiator on select projects and/or procurements.

Performs other related duties as assigned.

CONTRACT SPECIALIST
CS-1102-12

KNOWLEDGE REQUIRED BY THE POSITION

Comprehensive knowledge of most contracting methods, contract types, and acquisition planning and implementation of contracts to carry out pre-award and post-award procurement actions such as formal advertising negotiation, fixed price cost contracting, and use of special provisions and incentive programs.

Comprehensive knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal and prepare a pre-negotiation position with justification.

Comprehensive experience with and knowledge of all aspects of bids including responsiveness ranges, contractor responsibility and contractor performance measurements; and comprehensive knowledge of small purchasing arrangements, procedures and practices.

Comprehensive knowledge of automated procurement support systems and Microsoft Office.

Proven skills and abilities in oral and written communications, customer servicing and interpersonal skills required to response effectively to requests and complaints.

SUPERVISORY CONTROLS

The incumbent works under the general direction of the supervisor who defines overall objectives and resources available. The incumbent and supervisor jointly develop projects, deadlines, and outline the work to be done. The incumbent plans and carries out assignments independently, keeping the supervisor informed of progress, potential controversies, or matters that may affect policy or set precedent.

Completed work is reviewed in terms of compatibility with other work, or effectiveness. Certain formal reviews may be required to assure compliance with prescribed regulatory requirements if the employee has delegated contracting officer authority with prescribed limits.

GUIDELINES

Guidelines include District of Columbia procurement laws, regulations, policy directives and other issuances are used as primary guidelines. The incumbent follows rules and procedures and decisions can have minor impact. Errors are typically discovered at the supervisory level where most of the work is frequently checked.

Employee uses judgment in identifying and selecting the most appropriate procedures to use.

COMPLEXITY

Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas. Work and tasks involve the application of moderately complex procedures requiring experience with and a solid understanding of most procurement practices. Independent judgment is often required to select and apply the most appropriate of available resources. Supervision is provided as needed.

CONTRACT SPECIALIST
CS-1102-12

SCOPE AND EFFECT

The primary purpose of the work is to ensure that the procurement needs of District

government agencies are met in a professional, timely and efficient manner so that the Agency's program objectives and goals, which require the use of contracts, can be quality and quantity. Work has significant impact on the services provided by District agencies, contractors and the residents of the District of Columbia.

PERSONAL CONTACTS

Contacts are with all levels within the agency, and with other agencies and contractors. The incumbent represents the agency at conferences dealing with the contractual and procurement aspects of the District.

PURPOSE OF CONTACTS

The purpose of the contacts is to coordinate, plan and advise on work efforts and to resolve problems that may arise to obtain compliance with contracting procedures and policy and to obtain or clarify facts or information.

PHYSICAL DEMANDS

The work is sedentary, but there is some walking required during visits to contractor facilities.

WORK ENVIRONMENT

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS

This position is classified as “Security Sensitive” due to the position’s assigned duties and responsibilities.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

Contract Specialist duties involve drafting, editing and reviewing contractual agreements between an organization and vendors, suppliers, and other third parties and ensuring contracts meet all regulatory requirements and applicable laws.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

LICENSURE/CERTIFICATION

Contract Specialists in this grade will be required to achieve the Office of Contracting and Procurement's Tier I District Procurement Certification (OCP-DPC I) within one year of hire; and Tier II District Procurement Certification (OCP-DPC II) within eighteen (18) months of hire. The Chief Procurement Officer has the authority to waive this requirement.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 557073

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	Data Scientist	CS	1560	13	TE	12/20/24
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Data Scientist	CS	1560	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision: Data and Compliance Division

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Heather McGowan, Strategic Planning & Performance Officer

Signature: Heather A. McGowan Digitally signed by Heather A. McGowan Date: 2024.12.18 09:03:10 -05'00'

Date: 12/18/24

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Theresa Eubanks, Classification Contractor

Signature: Theresa Eubanks Digitally signed by Theresa Eubanks Date: 2024.12.20 11:29:22 -05'00'

Date: 12/20/24

20. Standards Used in Classifying/Grading Position

PC Flysheet for Data Science Series,1560, dated December 2021 and Professional Work in the Mathematical Science Group 1500 dated September 2005.

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

22. Remarks *(optional)*

NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

DATA SCIENTIST
CS-1560-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Performance & Compliance Division. The mission of the Office of Neighborhood Safety and Engagement is to build partnerships and implement strategies that reduce gun-related violence in the District. ONSE fulfills this mission by coordinating the District's gun violence prevention and intervention initiatives, using both public health and public safety tools, and by focusing on identifying and engaging with those most likely to be involved in gun violence, providing them with an alternative to crime.

This position functions as a Data Scientist responsible for independently designing and developing data-based solutions to complex analysis and projects in support of a wide variety of agency initiatives. The Data Scientist supports data management, data analysis, and performance reporting at ONSE.

MAJOR DUTIES

Manipulates, manages, query, analyzes, and summarizes data from open source, District, and ONSE data sources into cohesive reports in support of the agency's responsibilities. Data can come in the form of a database, financial records, expense reports, emails, and other formats.

Researches and develops increasingly complex statistical and analytical information and modeling on a variety of data including trends, projections, and supporting information necessary for effective presentations and analytical products.

Integrates, consolidates, normalizes, structures, and cleans data from disparate data sources to make it usable for data analysis. Provides support to the design and visualization of dashboards, reports, analytics, and other decision support tools that support existing and emerging requirements.

Initiates and responds to requests for specialized and/or customized reports, including complex queries involving multiple data sources and analyzing data in creative and innovative ways.

Develops scripts, queries, or software codes to accomplish specific requirements or tasks. Designs, builds, and tests data models, algorithms, and predictive models.

Works with advanced hardware, software, and techniques to develop computational algorithms and statistical methods that find patterns and relationships in large volumes of data.

Coordinates with leadership to identify and develop proactive analytical targets and programs.

Coordinates and maintains relationships with managers, supervisors, and other agency personnel to ensure analytical products support the mission of ONSE.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of agency mission, policies, program goals, objectives, strategic plans, resources, program milestones, and methods to evaluate the magnitude of program accomplishments.

Expert knowledge and experience with Statistics & Modeling: R, Python, and Query Languages: SQL, NoSQL, AND/OR Scripting: JavaScript, Python, Cloud Services Design, Algorithm Development, Data Visualization, Big Data /Data Modeling, "Machine Learning & Recommenders", Optimization AND/OR Software Coding: JavaScript, JSON, CSS to understand the significance of reporting systems.

Demonstrated skill using one or more of the following Tableau, MicroStrategy, Plotly, Matplotlib, R-Markdown, k-Nearest Neighbors, Naive Bayes, SVM, Decision Trees, and Random Forest.

Expert knowledge and ability to work with unstructured or structured data and converting these data sets using a variety of analyses such as optimization, simulation, classical and spatial statistics, and/or programming languages.

Expert knowledge and experience using relational databases (SQL or Oracle), including the ability to write advanced data queries to solve business cases.

Expert knowledge of and skill in applying, advanced data mining and predictive analytics principles, concepts, methods, standards, and practices sufficient to develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency.

Ability to establish and maintain effective working relationships with managers, representatives of other agencies, co-workers, stakeholders and the public and the ability to exercise tact and discretion, and skill in human relations in dealing with people from diverse backgrounds.

Expert knowledge and proficiency with spreadsheets, word processing, database management, data analysis and the ability to explain technical issues to non-technical users in a clear and concise manner to ensure that the users are kept informed.

SUPERVISORY CONTROLS

The supervisor assigns work in broad term defines overall objectives to be achieved, and relies upon incumbent's expertise in data science, research, and data management. Incumbent independently plans and coordinates assignments, resolves most problems, develops analytical methods and detailed procedures, deviating from accepted practices to meet the mission's objectives. Incumbent determines approaches to be taken and methods to use, keeping the supervisor informed of progress and potentially controversial matters. general objectives. Incumbent independently plans assigned work and to the extent required to meet the objectives. Supervisor is kept informed of unanticipated issues or controversies that arise and presents associated recommended solutions, which are normally approved. Completed work is reviewed for soundness of overall approach and conformance with agency policies.

GUIDELINES

Guidelines consists of agency policy, activity and operating procedures, contract requirements and project specifications. Since these guidelines provide only broad guidance, originality, resourcefulness, and ingenuity are required to interpret, adapt, and apply them to complex program needs and situations. Initiates new or substantially modified methods and procedures which result in significant program changes.
The incumbent uses judgment, initiative, and resourcefulness in deviating from traditional methods and trends to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work involves the application of the full range of analytical, statistical, and programing methods and techniques to develop solutions and solve complex problems. The work often requires the incumbent to develop in-depth analysis, determine the approach taken, and coordinate work with senior staff. The work often requires incumbent to make decisions based on incomplete or conflicting information, to assess unusual circumstances, and to adapt and modify analytical, statistical, and coding methods and techniques to meet the requirements of individual assignments. The work requires making many decisions concerning interpretation of considerable data, planning of work, or modification of the methods and techniques to be used.

SCOPE AND EFFECT

Assignments and objectives involve special studies, analyses, and investigations to promptly detect problem conditions in connection with program objectives and operations, organizations, and other management matters throughout an extremely complex multi-mission activity, or equivalent. Investigations and analyses numerous projects proposed and/or existing programs, and the advice and recommendations may

immediately impact several interrelated programs and have strong impact on the efficiency and effectiveness of future activity program operations.

PERSONAL CONTACTS

Contacts are with individuals or groups from within and outside ONSE, including managers, IT Staff, vendors, and other District and Federal government agency representatives and general staff, and consultants.

PURPOSE OF CONTACTS

Incumbent serves as a representative to deal with mission changes, provide advice and guidance on plans and proposals, interpret policy and regulations and present controversial and critical observations, findings, and recommendations for substantial changes in program operations and goals.

Contacts often require persuasion, diplomacy, and cooperative relationships explaining and justifying such changes in terms of management benefits to be derived from them.

PHYSICAL DEMANDS

The work is sedentary in nature.

WORK ENVIRONMENT

Work is performed in an office setting.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant Chapter 4 of DC personnel regulations, Suitability – Security.

Security Sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

The Data Scientist is responsible for manipulating, managing, analyzing, and summarizing data from open source, District, and ONSE data sources which can include personal identifiable information (PII). This data can come in the form of a database, financial records, expense reports, emails, and other formats.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

Kwelli Sneed
Executive Director
EX-09

OPERATIONS

Yasha Robinson
Chief of Staff
MS-16

BUDGET

Patricia Ross-King
Resource Allocation Ofc
CS-14

Marthia Haile
Resource Allocation Ofc
CS-13

GRANTS

Bridgette Sledge
Grants Mgmt Officer
MS-14

Malik Lang
Grants Mangement Spec
CS-13

HUMAN RESOURCES

Erica Willis
Human Resources Manager
MS-14

Eileen Perry
Human Resouces Specialist
CS-13

Linnette Spillman
Program Support Specialist
CS-09

ADMINISTRATIVE SERVICES

Porscha Mills
Administrative Officer
MS-14

Lisa Smiley
Asset Specialist
CS-14

Dodson Robey
Support Servcies Specialist
CS-12

VACANT
Outreach Specialist
CS-11

Reginald Gray
Program Support Specialist
CS-09

VACANT
Program Support Specialist
CS-09

PROCUREMENT

Kiana Royster
Procurement Analyst
CS-12

GOVERNMENT RELATIONS

Julia Irving
Deputy Director
EX-10

PATHWAYS

VACANT
Program Manager
MS-13

April Shepherd
Mgmt Analyst
CS-13

Sherman Justice
Mgmt Analyst
CS-13

Donald Stevenson
Case Manager
CS-12

Kendia Wyder
Case Manager
CS-12

VACANT
Case Manager
CS-12

VACANT
Case Manager
CS-12

VACANT
Case Manager
CS-12

Akil Waite
Outreach Services Program Specialist
CS-11

Timothy Hardy
Outreach Specialist
CS-11

Nokomis Hunter
Program Analyst
EX-06

Aman Ball
Outreach Specialist
CS-11

VACANT
Outreach Specialist
CS-11

VACANT
Program Support Spec
CS-09

Shawn Coleman
Program Support Spec
CS-09

VACANT
Program Support Assistant
CS-7

FAMILY AND SURVIVOR SUPPORT

Jeffrey Hill
Program Manager
MS-13

VACANT
Case Manager
CS-12

Kelley Johnson
Program Analyst
CS-12

VACANT
Program Analyst
CS-12

Whittney White
Outreach Services Program Specialist
CS-12

VACANT
Case Manager
CS-11

Teivon Johnson
Outreach Services Program Specialist
CS-11

DATA AND COMPLIANCE

Heather McGowan
Compliance & Perfm Ofr
MS-14

COMPLIANCE

Kimble Teel
Compliance Specialist
CS-12

Tashima Barnes
Compliance Specialist
CS-12

Cecilia Thomas
Compliance Specialist
CS-12

DATA & PERFORMANCE

VACANT
Data Scientist
CS-13

Jermia Huff
Program Analyst
CS-12

VACANT
Data Analyst
CS-12

PUBLIC AFFAIRS

Donna Harris
Comms Director
MS-14

COMMUNICATIONS

Victoria Cooke
Public Affairs Specialist
CS-12

GENERAL COUNSEL

John Cheek
General Counsel
LX-02

LEGAL

VACANT
Paralegal Specialist
CS-12

VIOLENCE INTERVENTION

Shakitha Leavy
Associate Director
MS-14

VIOLENCE INTERVENTION

VACANT
Program Manager
MS-13

Deilia Williams
Management Analyst
CS-13

VACANT
Program Coordinator
CS-12

Kimberly Pinkney
Outreach Services Program Specialist CS-11

Chauncey Beard
Outreach Speacialist
CS-11

Rondey West
Outreach Specialist
CS-11

Ronald Whaley
Outreach Specialist
CS-11

Amber Shaw
Program Support Specialist
CS-09

Apreya Days
Program Support Specialist
CS-09

PEOPLE OF PROMISE

VACANT
Program Analyst
CS-12

VACANT
Outreach Services Program Specialist
CS-11

Jamia Richardson
Outreach Services Program Specialist
CS-11

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)
ILO Associate Director, MS-0301-15; dated 2/16/2022; Job Code #554469

Standard PD

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: MSS

9. Employment /Financial Statement Required? ☐ Yes ☒ No

10. Subject to Identical Additional Action: ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☑ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552032

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	Deputy Director for Administration	MS	0301	15	SW	5/10/2022
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Deputy Director	MS	0301	15		

16. Organizational Title of Position *(if different from official title) (optional)*: Deputy Director

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Agency-wide

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: Linda Harrlee Harper

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature: Linda Harrlee Harper — Date: 4/27/2023

Signature — Date

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 Standards:
Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979, General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US Date: 2023.05.10 09:53:05 -04'00' — Date: 5/10/2023

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

22. Remarks *(optional)*

No Known Promotion Potential

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

DEPUTY DIRECTOR
MS-0301-15

INTRODUCTION

This position is located in the Executive Office of the Mayor (EOM), Office of Neighborhood Safety and Engagement (ONSE). ONSE is responsible for the coordination of violence prevention strategies and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime in positive behavioral reinforcement activities.

ONSE collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

The position functions as a Deputy Director responsible for the overall efficient and effective functioning of the department's programs, services, and operations in ONSE, which include customer service, permitting, communications, business development, and partnerships. The incumbent provides strategic planning, direction, leadership, and management control of staff activities associated with these components to meet the organizational goals and objectives.

POSITION CONTROLS

The incumbent works under the general administrative direction of the Executive Director of the ONSE who provides administrative direction for assignments in terms of broadly defined objectives and functions of the agency. The incumbent exercises full authoritative responsibility and unusual latitude for managing, administering, developing, and carrying out the goals and objectives. The manager is kept apprised of decisions, commitments, and controversial matters, issues, or problems with widespread policy implications and far- reaching effects on the agency. Work is reviewed on the basis of results achieved and accomplishment of overall objectives.

Guidelines include laws, regulations, codes and current management principles, methodology and techniques; laws, regulations, policies and procedures governing recreation programming, aquatics programming, and environmental programming; budget, procurement, contracts, grants, and the regulatory process and administrative due process; as well as policy guidelines and operating directives of the Department and major policy guidelines of the District Government. Incumbent must exercise considerable judgment and ingenuity in interpreting, applying and adapting existing guides, and resourcefulness in developing new or innovative approaches for the resolution of problems.

MAJOR DUTIES AND RESPONSIBILITIES

Exercises full program planning and managerial responsibility. Oversees all administrative functions associated with managing the Division's programs, including the preparation of budgets and other financial documents and reports; statistical reports; personnel actions; contracts and procurement. Ensures that the program maintains its files, correspondence, and documents in good order.

DEPUTY DIRECTOR
MS-0301-15

Assures that the work assignments for subordinates are carried out in a timely and accurate manner, and in accordance with established policies and procedures; installation of management controls and reporting systems; development of work and production standards; and establishment of performance objectives.

Determines program goals and develops plans for the organization independently or jointly with management officials in order to identify and develop specific program requirements consistent with the philosophy of ONSE following best practices.

Identifies business development opportunities designed to enhance programming; to include grant funding, partnerships, and donations.

Serves as the authority in the establishment of policies, procedures and best practices. Specifically analyzing the effectiveness and utilization of department facilities, department response to customer compliments and complaints.

Participates in identifying long-range goals and program delivery objectives for inclusion in the Director's Annual Work Plans. Plans, develops and administers a program of operations and operating policies and procedures to implement the offices assigned functions.

Confers regularly with the leadership team and Director to keep apprised of new or changing policies, positions, requirements, and special priority matters. Frequently deals with the Director, administrators, the D.C. Council, other departments and agencies of the District Government, Federal Government agencies, and community organizations.

Administers subdivisions by establishing program goals and objectives for subordinates and meets frequently with the subordinate program managers to provide leadership and direction. Develops alternative approaches to solving and developing strategies for obtaining needed support from professionals, business and public groups outside of the Department.

Provides leadership and direction for the Department's on-going management and programs reforms. Oversees the development of strategic and business plans and helps to establish departmental objectives.

Represents the Director at meetings, conferences and other forums with local stakeholders, the media, business and public interest groups; communicates the Director's position on matters relevant business matters, current needs and other departmental initiatives. Advises the Director on controversial issues and matters having policy and programmatic impacts.

Performs special assignments at the request of the Director that are frequently of a highly confidential nature involving collaboration with officials of various D.C. government agencies, public and private sector business partners, and District residents, necessitating considerable research and analysis.

Conducts special studies of extremely controversial or sensitive problems that have been identified personally or through other sources. Provides changes in methods of staffing requirements necessary to effect improvements in program efficiency, effectiveness, and economy. Prepares report of findings and recommends alternative courses of action designed to resolve problems.

Manages, supervises and directs the day-to-day activities of senior managers. Evaluates the

performance of subordinates, utilizing criteria, that measures program effectiveness, efficiency and utilization.

Manages and assigns duties and responsibilities; conducts performance ratings; formulates overall plans for personnel; approves and disapproves leave requests; recommends selection, promotion, incentive recognition and corrective or adverse action; establishes work standards; and identifies developmental and training needs.

May be designated as one of the Deputy Directors to assume oversight responsibility for the department, in the absence of the Director and serve or represent the Director on local and national boards requiring departmental representation.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission, policies, procedures, goals and objectives of ONSE programs. Expert knowledge of principles and best practices related to assisting victims and families of victims of violent crimes with creating safety and stability plans that are consistent with ONSE policy goals and priorities and assisting families with follow up on service referrals.

Expert knowledge of, and skill in partnering with other entities to conduct emergency critical response plans in response to high levels of violence. Skill in evaluating the effectiveness of ongoing outreach activities from the standpoint of participants.

Mastery of state-of-the-art management tools for project management, resource allocation, budgeting, and performance management. Ability to develop, prepare, execute and manage complex operating and capital budgets. Knowledge of financial management systems, inclusive of performance-based budgeting.

Mastery of and skill in problem solving, negotiation strategies and project management to conduct in-depth research and analysis, and mastery of management principles, procedures and techniques of analysis and evaluation.

Mastery of a wide range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness, and the improvement of complex management processes and systems. Ability to assimilate information from a variety of sources, analyzes information, and recommends courses of action to be taken.

Superior communication skills to effectively communicate both orally and in writing. Ability to establish and maintain effective high-performing teams within agency components. Ability to establish effective working and public relations. Ability to effectively present ideas and concepts to groups.

Ability to establish and maintain effective high-performing teams within agency components.

SPECIAL REQUIREMENTS

This position is classified as “Security Sensitive” due to the position’s duties and

responsibilities.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

The Deputy Director duties involve conferring with the Director, administrators, the D.C. Council, other departments and agencies of the District Government, Federal Government agencies, and community organizations on new or changing policies, positions, requirements, and special priority matters.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other

3. Service: ☒ Department ☐ 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): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other — Security Sensitive

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment Financial Statement Req'd? ☐ Yes ☒ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552520

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	Executive Assistant	CS	0301	12	SW	7/18/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Executive Assistant	CS	0301	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: Deputy Mayor for Public Safety & Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: [signature] Date: 7-18-19

b. Typed Name and Title of Higher -Level Supervisor or Manager *(optional)*

Signature: Date:

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: [signature] Date: 7/18/19

20. Standards Used in Classifying/Grading Position: US OPM Standards:

Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979, Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

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

22. Remarks *(optional)*

No Known Promotion Potential

Note: The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of DC regulations, Suitability - Security Sensitive.

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

EXECUTIVE ASSISTANT
CS-301-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

MAJOR DUTIES

Researches and analyzes problems or program/office issues, and administrative requirements. Based on operations and changing program/office requirements, identifies relevant issues for the supervisor. Advises the staff throughout the office on any management or policy changes that have not been otherwise communicated through formal changes.

Acts as coordinator for collection of data/special assignments from the supervisor; and in this context, ensures that deadlines are also met. Identifies problems and advises the supervisor of the various alternative solutions and their consequences, so that final decisions can be made.

Responds to inquiries and administrative issues brought to the supervisor's attention. Notifies the appropriate staff members of the need for information or recommendations and either prepares the response or follows up to ensure a timely response by others.

Analyzes and evaluates issues and activities to resolve problems and improve work processes. Inquires into issues, gathers data, and prepares recommendations on the resolution of issues and concerns.

Makes recommendations regarding office management improvements and procedures and prepares reports of findings. Investigates problem areas, makes recommendations for solutions, and assures that appropriate staff takes necessary action to resolve problems.

Facilitates ONSE special project for the program or administrative issues of broad impact, which may involve producing analyses and written reports; organizing committees, workshops or other gatherings; and developing or fostering cross – program/office activities.

Reviews correspondence and reports, recognizing complex/unusual problem areas involving administrative issues. Insures that all information and materials accurately reflect ONSE policies, views, office/program strategies, and initiative of the program. Discusses information with appropriate ONSE staff member(s) and provides substantive recommendations for resolving significant technical and/or administrative issues.

Exercises exclusive control over the supervisor's appointments, with complete authority over commitments of time. Responds to inquiries, and completes most business involving established policy or routine matters without referring to the supervisor.

Acts as facilitator/coordinator for the collection of information and data from ONSE staff and the programs within the office/program, ensures that critical deadlines are met. Coordinates and/or personally prepares position papers, briefing materials, documents, and analyses of critical matters.

Prepares report to assist the supervisor in the preparation for meetings outside the office or program, by ensuring that the appropriate information have been gathered and reviewed for their use. Coordinates staff assignment(s) in preparation for the meetings.

Arranges as necessary local conferences and meetings for the, which includes preparing an agenda, notifying participants, and arranging luncheons and similar matters. Develops background information and composes drafts of introductions and speeches to be presented at various meetings by.

Prepares the requisitions for office supplies, furniture and computer equipment and supplies to ensure adequate working materials and equipment.

Maintains document tracking system and ensures that the many case files are complete and up-to-date, as well as the database of all documents received by, and sent from the supervisor, when necessary.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of the mission, organizations, functions, goals, objectives, processes, and resources of the ONSE and/or the designated program/office, in order to develop plans and carry out activities, and to ensure effective office coordination.

Thorough knowledge of administrative concepts and practices sufficient to enable the incumbent to recommend changes in administrative policies, devise and install procedures and office practices, and foresee administrative problems and requirements.

Ability to apply concepts, principles, and processes of office management to gather, analyze, and evaluate information; manage the office; and develop office procedures as required.

Detailed analytical skills, to perform broad and complex research tasks in a variety of program areas under short deadlines, and ability to plan, evaluate, develop and conduct studies.

Ability to formulate and direct multiple assignments and project activities simultaneously that involve a combination of priorities; and ability to organize work activities with other internal functional components, and external agencies and organizations.

Proven skill and expertise in using a personal computer and various word processing programs including; Microsoft Word, Excel, Access, PowerPoint, and Outlook and the ability to apply information management systems/office automation principles.

Skill in oral and written communications sufficient to advise and consult with a variety of executives; present findings and recommendations; coordinate office activities; perform special projects; and prepare memoranda, letters, and reports. Must exercise tact and diplomacy.

SUPERVISORY CONTROLS

The supervisor establishes overall objectives of the work based on the priorities and needs of the office. The incumbent is frequently required to handle office emergencies and to resolve situations requiring initiative in determining methods to use and approaches to be taken based on established objective. The work is carried out independently and assistance is given only in situations involving significant changes in work operations. The supervisor reviews the work only for its general effectiveness, adherence to principles and fulfillment of objectives.

GUIDELINES

Guidelines include the laws, rules, regulations, policies, priorities, and commitments of the program or office, the administrative policies and procedures of the office; and standard office practices. Guidelines are stated in general terms and are of limited use in performing the work; therefore, the incumbent exercises judgement, precedence and resourcefulness when deviating from traditional methods to develop and adapt new methods.

COMPLEXITY

Work involves analysis of interrelated matters of effectiveness, efficiency, and productivity that administrative agency goals and objectives. Decisions concerning what needs to be done, are developed by the incumbent based on options, recommendations and conclusions while giving weight to uncertainties about how data and other variables will affect long-range performance goals. The incumbent develops new information and criteria to identify and measure methods to improve the effectiveness of organizational services.

EXECUTIVE ASSISTANT
CS-301-12

SCOPE AND EFFECT

The purpose of this position is to assist the supervisor with administrative support, program management, and analyzing and resolving matters that involve the evaluation of program efficiency. The work affects the plans, goals, effectiveness of missions and programs of the agency and may affect the administrative work of other agencies.

PERSONAL CONTACTS

Contacts are with D.C. Government officials, D.C. City Council staff, representatives of the Federal Government, Commission staff members, attorneys, accountants, representatives and officials of the various utilities, state and local officials, other state commissions, community representatives, and the general public.

PURPOSE OF CONTACTS

The purpose of contacts is to influence and motivate others to make recommendations on agency improvement or program effectiveness and resolution of administrative issues.

PHYSICAL DEMANDS

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, etc. No special physical demands are required to perform work.

WORK ENVIRONMENT

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of DC regulations, Suitability – Security Sensitive.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.:

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other

3. Service: ☒ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.:

Explanation (show any positions replaced):

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☐ MSS ☒ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code:

9. Employment /Financial Statement Req'd? ☐ Yes ☐ No

10. Subject to Identical Additional Action ☐ Yes ☒ No

11. Position is: ☐ Supervisory ☒ Managerial ☐ Neither

12. PLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code:

14. Job Code: JC# 555890

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	Executive Director, Office of Neighborhood Safety and Engagement	ES	0301	09		06-21-17
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

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

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

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

a. Typed Name and Title of Immediate Supervisor: Kevin Donahue, Deputy Mayor for Public Safety and Justice

Signature: Kevin Donahue Date: 6-19-17

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

Signature: Date:

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."

Typed Name and Title of Official Taking Action: Lorraine Green, Supervisory Human Resources Specialist

Signature: Lorraine Green Date: 6/22/17

20. Standards Used in Classifying/Grading Position:

US OPM Federal Standard: PCS Miscellaneous Administration and Program Series, GS-0301; and General Schedule Supervisory Guide

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

22. Remarks *(optional)*:

NO PLANNED PROMOTION POTENTIAL

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

EXECUTIVE DIRECTOR,
OFFICE OF NEIGHBORHOOD SAFETY & ENGAGEMENT
ES-301-09

INTRODUCTION

This position is located in the Executive Office of the Mayor, Office of the Deputy Mayor for Public Safety and Justice and reports to the Deputy Mayor. The Office of Neighborhood Safety and Engagement (ONSE) is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

This position functions as Executive Director of the Office of Neighborhood Safety and Engagement. The Executive Director is responsible for the overall planning, organizing, promotion, direction, and implementation of the management and administration of the Office.

POSITION CONTROLS

The incumbent works under the general administration and broad policy direction of the Deputy Mayor of Public Safety and Justice, who sets broad policy objectives and guidelines, consistent with District-wide strategic plan. The Executive Director is expected to manage all aspects of this process and to report on progress as necessary. Assignments are initiated through discussions, conferences, or directives that outline objectives. Performance is evaluated in terms of meeting the objectives in a timely, effective and efficient manner. Results of the work are considered as authoritative and normally are accepted without significant change. If the work is reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall agency.

Guidelines of this position include the Mayor's policy priorities, established policies, and procedures and regulations of the District of Columbia, Federal government and the Mayor. In most instances, the Executive Director uses resourcefulness, sound judgment and ingenuity, as well as extended professional experience, to either adapt standard procedures or develop new

ones to fit the setting of a particular agency, research problem or client population. Frequently, the incumbent is recognized as an authority and expert in the development and interpretation of the guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Administer the Office's operation, activities and projects involving the establishment of goals and objectives for the agency. Manage interventions and mediations to disrupt cycles of violence in the District. Manage collaboration with other District agencies and nonprofit organizations to provide immediate wrap-around services to victims and families affected by homicides and violent crime.

Identify individuals who pose a high risk of participating in, or being a victim of, violent crime. Recruit such individuals, as feasible, to participate in programs incorporating mental or behavioral health counseling and that are designed to discourage violence.

Coordinate with District agencies to develop positive behavioral programming. Coordinate violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence.

Responsible for identifying best practices in customer service delivery, and implementing a wide range of business process improvement, designed to elicit cost savings, productivity improvements, operational efficiencies, and improved customer service.

Produce reports required by District of Columbia law. Develop and monitor internal reporting systems to ensure that all priorities and standards are met in a timely manner. Prepare and/or reviews policy papers for presentation to the Deputy Mayor, Mayor, and other elected officials.

Regularly, conduct assessments and evaluations, to be performed by a qualified research entity, of outcomes for participants in Office programs.

Develop long-range policy strategies and recommendations. Develop a vision for the institutionalizing of strategies found to be successful in combating gang/crew/crew violence and violent crime.

Serve as a liaison to Federal, state, and local agencies, professional boards, task force groups, churches, and non-profit organizations.

Coordinate with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime.

Provide leadership and direction to subordinate staff, anticipate the need for knowledge, assess the adequacy of existing programs, and identify the problems and plan accordingly. Meet,

frequently, with subordinate staff to discuss progress and problems encountered in their activities.

Coordinate the activities, operation and issues which result from the responsibilities of the Office. Make appropriate adjustment in priorities, plans, policies, etc., as deemed necessary. Effect internal changes in relationships, authorities and assignments to improve efficiency of operations.

Review recommendations from subordinate staff within the Office on policies and legislation, and make final recommendations or decisions.

Assist community organizations and neighborhoods in planning and implementing strategies to support the prevention of gang/crew/crew violence and to provide information on gang/crew/crew recognition and intervention techniques to promote community safety.

Responsible for managing related grant applications and awards.

Perform other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission and function of the Office, the laws and rules that govern or impact the work of the agency, and the management practices and style of the agency to provide recognized authoritative advice.

Extensive knowledge of the District of Columbia neighborhoods, demographics, and community issues that can contribute to violent crime. Knowledge of community issues in urban environment that can contribute to the violent crime. General knowledge of policing strategies and community policing, specifically related to community-based or gang/crew violence.

Mastery of the principles and best practices related to effective community and youth engagement that lead to empowering neighborhoods to become partners in addressing neighborhood/community issues. Extensive knowledge of the principles, techniques and methods of community program development and administration.

Mastery of and skill in problem-solving, negotiation strategies, and project management for decision-making and identify potential and existing problem areas. Mastery of management principles, procedures and techniques of analysis and evaluation. Superior analytical ability to assess and evaluate policies, programs and issues.

Ability to perform multiple tasks and responsibilities with minimal oversight. Ability to manage new responsibilities given to the program by the Executive Branch or the Council of the District of Columbia. Ability to develop positive business relationships, and to promote the acceptance and achievement of ONSE's goals and objectives.

Demonstrated skills and experience in providing leadership in a supervisory/managerial capacity. Demonstrated expertise in providing leadership in a team-based environment in securing the support and cooperation of internal and external government officials, as necessary.

Ability to communicate effectively, both verbally and in writing. Ability to communicate ideas clearly and concisely, developing and sustaining positive business relationships.

SPECIAL REQUIREMENT

Experience and Education: An equivalent combination of education and/or experience which exhibits the ability to perform satisfactorily in the position.

Candidate must possess at least three (3) years of relevant experience in criminal justice and public health-based approaches to violence, including matters affecting the deterrence of violent criminal behavior.

Candidate must possess at least one (1) year of specialized experience equivalent to the ES-08 grade level. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

Office of Neighborhood Safety and Engagement

February 2026

Performance Oversight Hearing

Letter Attachments

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action: ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 552277

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	Executive Assistant	CS	0301	13	DP	2/27/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Executive Assistant	CS	0301	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Office of the Executive Director

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: Yasha Robinson, Chief Operating Officer

Signature: Yasha Williams Robinson — Date: 2/14/2025

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Devonte Peterson- Human Resources Specialist (Classification)

Signature: Devonte Peterson — Date: 2/27/2025

20. Standards Used in Classifying/Grading Position: U.S. OPM Position Classification Flysheet for Miscellaneous Administration and Program series, GS-301, TS-34, 1979; and Administrative Analysis Grade Evaluation Guide. HR Specialist (Classification) August 1990

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

22. Remarks *(optional)*: No Known Promotion Potential

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

Executive Assistant
CS-0301-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Director. The mission of ONSE is to build partnerships and implement strategies that reduce gun-related violence in the District. ONSE fulfills this mission by coordinating the District's gun violence prevention and intervention initiatives, using both public health and public safety tools, and by focusing on identifying and engaging with those most likely to be involved in gun violence, providing them with an alternative to crime.

The incumbent is responsible for ensuring that the daily administrative operations, goals, and objectives of the Executive Director are accomplished by confidentially making sound decisions and independent judgement to handle administrative functions and exercise the ability to escalate serious or unique problems to higher-level authority.

MAJOR DUTIES

Exercises exclusive control over the Executive Director's appointments, with complete authority over commitments of time. Enhances the work of the Executive Director through general assistance and organizational support on a daily basis to include day-to-day interaction and facilitation of internal and external requests.

Coordinates staff assignment(s) in preparation for the Executive Director's meetings with the Mayor's Office, City Administrator's Office, council members, and political and business organizations. Coordinates and manages the executive official's schedule by planning and scheduling meetings, conferences, events, and teleconferences while prioritizing functions and appointments to ensure that meetings, deadlines, presentations, and logistics are handled seamlessly.

Collects, researches, analyzes, prepares, and presents various administrative information and issues. Makes decisions on urgent and emergency requests, and/or complaints in order to make confidential rapid response requests that may impact the organization.

Writes reports on the status of major projects, after meeting action item reports, and updates that keep the executive official informed at all times on the status of assignments, projects, and general operations. Conserves the Executive Director's time by reading, researching, and routing correspondence; drafts letters and documents; collects and analyzes information; and initiates communications. Develops agendas, tracks, and captures action items for pre-planning meetings and post-meetings. Prepares reports, position papers, and briefing materials to assist the executive official in the preparation of meetings.

Conducts special projects and studies requiring the application of analytical principles in the preparation of interpretative, statistical, and basic information. Develops effective linkages and liaise with internal offices, local governments, and community agencies on issues of mutual concern involving the department.

Reviews correspondence and reports, recognizing complex/unusual problem areas involving administrative issues. Ensures that all information and materials accurately reflect the agency's policies, views, strategies, and initiatives. Discusses information with appropriate staff member(s); provides substantive recommendations in order to resolve significant technical and/or administrative issues on the executive official's behalf.

Executive Assistant
CS-0301-13

Responds to numerous calls and inquiries, both verbally and in writing, on behalf of the Executive Director. Takes action on various high-level matters received by telephone, email correspondence, or personal visit from the public and/or government agencies, and/or officials on behalf of the Executive Director to supplement work efforts as well as gather and anticipate the needs of top-level executives.

Researches and analyzes problems, issues, and administrative requirements. Provides expert analysis and advice on complex administrative problems and issues. Makes recommendations regarding organization management improvements and procedures and prepares reports of findings to the supervisor in order to enhance the agency structure and discover priority needs of executives.

Analyzes facts and circumstances involved in making recommendations for solving management and administrative problems within the limits of standards or acceptable practices. Analyzes and evaluates administrative issues and activities to resolve problems and improve work processes.

Organizes special committees, workshops, and other gatherings; initiates administrative reviews; develops and fosters cross–organizational activities. Oversees records of official correspondence and safeguards sensitive information to establish and maintain documents for the executive office. Organizes, reviews, and tracks issues within the office to maintain status awareness and reports all information to the Executive Director.

Remains abreast of changes made in D.C. government as well as agency policies and procedures; serves as the primary point of contact in ensuring that the organization's procedures and practices used by administrative and clerical staff are in compliance and employees are aware of changes that affect current practices and procedures.

Attends and participates in public sessions, meetings, conferences, and other special activities related to areas of responsibility at the request of the Director in order to obtain and provide information on programs and projects.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THIS POSITION

Extensive knowledge of the mission, organization's functions, goals, objectives, and processes of the executive office, in order to develop plans and carry out activities.

Thorough knowledge of administrative concepts and practices sufficient to recommend changes in administrative policies and office practices.

Comprehensive knowledge of a wide range of qualitative and/or quantitative analysis and methods for gathering, evaluating, and interpreting information and data for their assessment. Comprehensive knowledge of and skill in applying analytical and evaluative methods and techniques to conduct research, resolve problems, make recommendations, and prepare reports.

Ability to work under pressure without sacrificing quality of work and possesses adaptability to changing environments. Comprehensive experience and understanding of the sensitive nature of work in the executive office while maintaining the highest level of confidentiality and integrity to

calmly and effectively make critical decisions that navigate crises while maintaining organizational stability and success.

Advance ability to communicate orally, in writing, and through automated tools to obtain information, convey messages and information, compose reports, and make recommendations. Ability to listen to, work with, and elicit cooperation among and from others to retain critical information regarding complex issues.

Skill in using a personal computer and various word processing programs including Microsoft Word, Excel, Access, PowerPoint, and Outlook; and the ability to apply information management systems/office automation principles to present information to the Executive Director.

SUPERVISORY CONTROLS

The incumbent works under the general supervision and direction of the Executive Director, who sets the overall objectives of the work. Incumbent carries out assignments independently, determining approaches to be used, and devising techniques, along with plans and procedures in accomplishing assignments. Incumbent is frequently required to handle emergencies while resolving situations and problems requiring initiative and sound judgment in determining methods to use and approaches to be taken based on established objectives. The Executive Director reviews the work only for its general effectiveness, adherence to principles, and fulfillment of objectives.

GUIDELINES

Guidelines consist of Mayor's Memoranda and Directives, Federal and District laws, regulations, policies, and directives, court decisions and orders, as well as administrative policies, procedures, practices, priorities and commitments of the executive office. The incumbent uses exceptional technical judgment in identifying and isolating essential and pertinent issues and facts; adapting or extending guides or precedents; and developing new techniques for performing work assignments.

COMPLEXITY

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities of substantial depth of analysis. Incumbent performs a wide range of complex assignments in support of administrative and executive responsibilities and takes on a wide variety of essential administrative projects. Incumbent acts as an intermediary to investigate highly critical and sensitive matters that may be of interest to the Executive Director. Decisions regarding what needs to be made include major areas of uncertainty in approach, methodology, or interpretation, and evaluation processes that result from such elements as continuing changes in technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

The purpose of the work is to perform a wide range of complex assignments in support of the administrative and executive responsibilities while taking on a wide variety of essential administrative projects. Incumbent acts as an intermediary for investigating highly critical and sensitive matters that may be of interest to the Executive Director. The assignments address

analytical, coordination, and communication matters on behalf of the Executive Director and the organization. The work product or service affects the work of the executive office, ensuring that the goals and objectives of the Executive Director are accomplished.

PERSONAL CONTACTS

Contacts are with officials and staff within the immediate executive office, the Executive Office of the Mayor, the Office of the City Administrator, inter/intra governmental executives, representatives from various other District government organizations, professionals of judicial organizations, as well as the general public. Incumbent practices courtesy in dealing with all contacts, as well as within other D.C. government agencies.

PURPOSE OF CONTACTS

The purpose of contacts is to resolve issues, make recommendations, provide information, perform analyses and special projects, coordinate work assignments; and improve the effectiveness of the executive office.

PHYSICAL DEMANDS

The work is sedentary. Typically, the incumbent sits comfortably to do the work. However, there may be some walking, standing, bending, carrying light items, such as papers, books, etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability – Security Sensitive.

This job is designated as security-sensitive due to the position's duties and responsibilities. Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

The Executive Assistant will be responsible for exercises exclusive control over the Executive Director's appointments, with complete authority over commitments of time; enhancing the work of the Executive Director through general assistance and organizational support on a daily basis to include day-to-day interaction and facilitation of internal and external requests. They will also be coordinating staff assignment(s) in preparation for the Executive Director's meetings with the Mayor's Office, City Administrator's Office, council members, and political and business organizations; coordinating and managing the executive official's schedule by planning and scheduling meetings, conferences, events, and teleconferences while prioritizing functions and appointments to ensure that meetings, deadlines, presentations, and logistics are handled seamlessly. Additionally, the Executive Assistant will be responsible for attending and participating in public sessions, meetings, conferences, and other special activities related to

areas of responsibility at the request of the Director in order to obtain and provide information on programs and projects.

This position is designated as an **Emergency** position under the provisions of District Personnel Manual Chapter 12. As such, individual(s) in this position may be required in emergency situations to perform crucial duties that are vital to the continuity of medical facilities, public safety, emergency services, and/or other crucial operations. Employees are designated as an emergency employees based on the nature and circumstances of a particular declared emergency. An emergency employee who has been designated and activated will be called in to work, required to stay at work, or required to telework, if approved to do so, during the particular emergency situation.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

FY25 VIOLENCE INTERVENTION GRANT
MONTHLY STATUS AND PERFORMANCE REPORT

Grant Recipient:	**Reporting Period:**
Grant Number:	**Grant Name:**
Fiscal Year:	**Amount of Grant:**
Date of Report:	**Prepared By:**

INSTRUCTIONS

The FY25 VI Grant Monthly Status and Performance Report is a standard progress report used to collect performance information from grant recipients. This report should reflect the tasks described in the grant agreement during the reporting period. Please respond to each question. Any additional information can be provided in the summarization section.

Please send the report to the following email address and attach any related documents:

Subject Line: *Monthly Status and Performance Report*

The report is due no later than the 10th calendar day of each month.

A.	VIOLENCE INTERVENTION ACTIVITIES	YES	NO	COMMENTS
Please indicate the status for each listed below:				
1.	Is the grant recipient on track with the deliverables in the grant agreement for the reporting period?	☐	☐	
2.	Provide the number of new relationships with community members and community partners that have been established during the reporting period. (Enter a numerical value.)	☐	☐	
3.	How many Ward Empowerment Plans were developed during the reporting period?	☐	☐	

4.	How many critical incident reports were completed during the reporting period? Were there any challenges responding within XX hours?	☐	☐	
5.	How many daily check-in calls were attended during this reporting period?	☐	☐	
6.	How many Weekly Tuesday Meetings were attended during this reporting period?			
7.	How many meetings coordinated by the ONSE has the grant recipient participated in?	☐	☐	
8.	Has the grant recipient supported any services, community events, or activities during the reporting period?	☐	☐	
9.	Has a monthly work plan and calendar of activities been submitted for the following month?	☐	☐	
10.	How many peacemaking efforts, not limited to ceasefires, mediations, or retreats were held during this reporting period?	☐	☐	

B.	CONTACT WITH PROGRAM PARTICIPANTS	YES	NO	COMMENTS
1.	How many new Outcome Plans were created in the data system during the reporting period?			
2.	Did the grant recipient host at least one group session in the assigned Ward during the reporting period? Please note date and time; number of participants.	☐	☐	
3.	Did the grant recipient provide small-scale activities to high–risk clients during the reporting period? If so, how many? Please note date and time; number of participants.	☐	☐	
4.	How many referrals were made to the ONSE Pathways Program? How many applicants were there from the assigned Ward?			
5.	Describe any challenges with the program participant (client) caseload for this reporting period.	☐	☐	
6.	Did the grant recipient attend any additional mandatory meetings during the reporting period?	☐	☐	

7.	Has the grant recipient received any Freedom of Information Act requests during this reporting period?	☐	☐	
8.	Did the grant recipient publish or announce the results of grant activity, e.g. writings, reports, training materials, articles, policy statements, webpages, pictorial reproductions, drawings, or graphical representations and works of any similar nature during the reporting period? Please attach examples.	☐	☐	

C.	FINANCIAL	YES	NO	COMMENTS
1.	Is the grant recipient on track with their financial spend plan?	☐	☐	
2.	Has the grant recipient been requested to revise their invoices and/or financial supporting documentation this period?	☐	☐	
3.	Did the grant recipient submit a Grant Adjustment Notice (GAN) during this reporting period?	☐	☐	
4.	Have there been any personnel changes during the reporting period? *(If yes, please provide the name(s), title(s), start or end dates)*	☐	☐	

II. REQUIRED, MEETINGS AND ACTIVITIES

A.	TRAINING, MEETINGS, AND SITE VISITS	YES	NO	COMMENTS

1.	Did the grant recipient attend all scheduled/required Weekly Pulse Check Meetings? Please note if any days were missed.	☐	☐	
2.	Did the grant recipient receive a Site Visit from ONSE during the reporting period? Note date and time.	☐	☐	
3.	Did the grant recipient have a Desk Review with ONSE during the reporting period? Note date and time.	☐	☐	
4.	Did the grant recipient receive technical assistance or other support from ONSE during the reporting period? (Please describe)	☐	☐	

KEY PERFORMANCE METRICS		
Name of Measure	**This Month's Total**	**Cumulative Total (Grant Funding Period)**
Number of People engaged (by date, staff)		
Number of Clients served (unique number of people)		
Number of Activities (by type) and participation		
Number of Services (by type) and participation		
Number of Ceasefires (successful/unsuccessful)		
Number of Clients referred to other services		
Number of Clients referred to Pathways		
Number of Pathways Applicants		
Number of Critical Incident Responses		
New Employee Hires		
Employee Separations		
Total Number of Employees at end of Month		
NEW Grant Recipient Specific Measure		
NEW Grant Recipient Specific Measure		
NEW Grant Recipient Specific Measure		

Monthly Review Summary

Review Authorization

Report Reviewed by (ONSE Employee, Name & Title):

Signature: Date:

GENERAL COUNSEL
LX-0905-02

INTRODUCTION

This is a standard position description to be used in any agency within the District of Columbia. As General Counsel, the incumbent serves as the chief legal officer and authoritative legal advisor for the Department/Agency. The General Counsel is responsible for managing the agency's legal affairs and the staff assigned to perform legal work. The overall function is to provide comprehensive legal service, counsel, recommendations, reviews and opinions regarding all functions and activities, both programmatic and administrative.

POSITION CONTROLS

The incumbent works under the administrative direction of the Director or Agency Head, who provides broadly defined objectives and functions. The incumbent proceeds with considerable latitude in the performance of responsibilities. Confers with the Director/Agency Head regarding the impact of proposed decisions as they relate to the goals and jurisdictional practices, and keeps supervisor informed on all major and sensitive issues. Work is reviewed for overall effectiveness in achieving desired objectives and goals.

Guidelines include Mayoral directives; policies and procedures established by the Director/Agency Head, the Mayor's Office of Legal Counsel, and/or the Office of the Attorney General; reported legal decisions and other reference works; Federal Rules of Civil Procedures; Superior Court Rules of Civil Procedures; administrative, legislative and judicial rules and regulations; Acts of Congress and the Council of the District of Columbia and other laws applicable to the District of Columbia; reciprocal agreements and laws; regulations of the District of Columbia and Federal agencies; current decisions of local trial and appellate courts and the Supreme Court, as well as decisions of other jurisdictions; and, pending litigation and active legal matters. Incumbent uses judgment, ingenuity and experience in interpreting the intent of the guides, regulations and laws, and adapting them to the present situations. Incumbent adapts guidelines, and determines novel methods of approach and initiates new or revised policies, procedures and practices.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as senior legal advisor to the Director/Agency Head in planning and policy decision-making; and implementing, coordinating and directing the legal affairs for the agency, designed to facilitate and improve legal service delivery to its clientele.

Develops and institutes program guidelines, new and improved policies, procedures and processes to effect efficient program operations. Independently, plans, develops and institutes short- and long-term agency plans and activities, incorporating strategic provisions, as required.

GENERAL COUNSEL
LX-0905-02

Is responsible for overseeing the review, research, and preparation of responses for the Director to selected and sensitive, and often confidential inquiries and correspondence 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.

Prepares testimony for presentation at hearings before the Council of the District of Columbia, congressional committees, and other public appearances. Also, represents and speaks for the Director/Agency on various complex and sensitive issues.

Prepares legal documents on complex and substantive matters of an urgent nature, providing summary analyses of issues and recommendations for consideration of the Director/Agency Head.

Conducts extensive and detailed research of legal documents dealing with proposed laws and amendments to existing laws to assure conformance with legal requirements.

Is responsible for drafting and justifying the annual budget and multi-year plan to make the best use of available resources; to implement the most cost-effective and beneficial strategies to accomplish the mission of Department/Agency, and to assure that a system for reporting and accountability is established and implemented.

Plans, coordinates and administers operations of legal affairs through subordinate attorneys. Engages in the performance of functional responsibilities of subordinate attorneys, and reviews their work for quality and consistency. Devises and implements feedback systems, performance measures and benchmarks to assure adequate performance and successful goal achievement. Identifies barriers to quality legal services; designs effective strategies to resolve issues; and, implements corrective actions.

Devises a system of controls and keeps carefully documented records. Plans, develops and directs the design and implementation of the data automation systems for the management and administration of legal affairs. Formulates and guides feasibility studies to consider data automation applications.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery of the mission, functions, organization, policies, and system requirements of the District and the Federal governments as well as mission and work processes of the Department/Agency.

GENERAL COUNSEL
LX-0905-02

Mastery of the concepts, laws, theories, principles, practices and techniques of legal proceedings to conduct the research on problems which arise in connection with hearings; to make accurate summaries of evidence and prepare reports, opinions and findings; to present written statements of fact, law, and argument clearly and logically; to conduct fair and impartial hearings; and to analyze situations accurately and effectively.

Mastery of qualitative and quantitative analytic methods and techniques to analyze data and to identify and isolate controlling legal issues from complex factual situations. Mastery of precedent legal matters; and mastery of legal advocacy tactics and strategies.

Mastery of management and organizational techniques, specifications for extraction of ad hoc reports from automated systems, and other procedures that can be applied in the conduct of a wide variety of analytical studies and special projects related to legal matters.

Superior communication skills both orally and in writing to prepare and present oral and narrative reports. Superior legal writing and public speaking skills. Ability to exercise tact, discretion and skill in personal relations in dealing with persons at various level, job categories, and groups, especially in public forum.

Ability to make accurate summaries of evidence and prepare reports, opinions and findings; to present written statements of fact, law, and argument clearly and logically; to conduct fair and impartial hearings; and to analyze situations accurately and effectively.

Demonstrated ability to manage and supervise a legal staff.

Must be a District resident.

EDUCATION

Must possess a LLB or Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA) at the time of appointment.

LICENSURE/CERTIFICATIONS

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during his/her employment in the Legal Service.

EXPERIENCE

Must have at least six (6) year of post J.D. professional legal experience.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. Enhanced Suitability
☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other	☑ Department ☐ Field	ONSE	Washington, DC	☐ Safety ☒ Security ☐ Protection ☐ None

Explanation (show any positions replaced)	7. Position Status (Service)	9. Employment /Financial Statement Required?	10. Subject to Identical Additional Action
ILO Supervisory Grants Management Specialist, MS-1109-13; dated 2/14/2022; Job Code #556041 (PD will be abolished)	☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other	☐ Yes ☑ No	☐ Yes ☑ No
	8. Collective Bargaining Unit (CBU) Code: MSS	11. Position is: ☐ Supervisory ☒ Managerial ☐ Neither	12. FLSA: ☒ Exempt ☐ Nonexempt
			13. Competitive Level Code
			14. Job Code: 555054

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	Grants Management Officer	MS	1101	14	SW	9/20/2022
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Grants Management Officer	MS	1101	14		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
Office of Neighborhood Safety and Engagement

c. Third Subdivision

a. First Subdivision

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		b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*	
Marcus Ellis, Chief of Staff			
Signature: Marcus Ellis (Sep 20, 2022 13:53 EDT)	Date: 9/20/2022	Signature	Date

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."

Typed Name and Title of Official Taking Action
Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White (Digitally signed by Sadina White DN: cn=Sadina White, o=Classification, ou=DCHR, email=sadina.white@dc.gov, c=US Date: 2022.09.20 17:02:43 -04'00')
Date: 9/20/2022

20. Standards Used in Classifying/Grading Position
US OPM Standards:
Handbook of Occupational Groups and Families, December 2018; 1101 – General Business and Industry Series; General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998

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

22. Remarks *(optional)*
No Known Promotion Potential

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

GRANTS MANAGEMENT OFFICER
MS-1101-14

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE). ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

The position functions as Grants Management Officer responsible for administering, supervising, and monitoring grant funds and accountability for ONSE's grant program. Incumbent provides expertise in grants management leadership to ensure proper programmatic and fiscal oversight, planning, development, implementation, audit, and risk assessment.

POSITION CONTROLS

The incumbent of this position reports the Chief Operating Officer. The supervisor is available for consultation; however, the incumbent is delegated broad authority for planning and executing the activities required for planning, assigning, and carrying out grant's operation activities inclusive of interpreting, extending, originating, or devising new grants management requirements and procedures. Work for which the incumbent is responsible is not normally given technical review although consultation with the supervisor is held on controversial or precedent-setting projects. Performance is evaluated in terms of overall effectiveness and soundness of judgment applied in planning, interpreting, and evaluating operational requirements, the extent to which program goals are met. adherence to policies and directives, management effectiveness in planning, organizing, directing, and controlling the work of the Division, and overall effectiveness of components in competing for and/or administering grants.

Guidelines available include broad and specific federal and District laws and regulations, policies and directives issued by the Congress, the Mayor, and federal agencies including circulars issued by the Department of Management and Budget relating to the use of federal grant funds. Incumbent exercises judgment in using initiative and resourcefulness on deviating from traditional methods and patterns to develop new methods.

MAJOR DUTIES AND RESPONSIBILITIES

Oversees the ONSE grants program. Plans and manages grant agreements and processes that encompass difficult and diverse functions or issues that affect critical aspects of major agency programs.

Oversees the monitoring of legal, fiscal, and regulatory requirements. Leads all audits of the ONSE grant programs. Coordinates, manages, and evaluates the effectiveness of grant

programs. Manages all risk assessment issues associated with ONSE grant programs and recommends solutions to the COO.

Provides authoritative advice and technical assistance related to discretionary and mandatory grants policy issues to ONSE leadership, staff, and grantees. Provides Expert and consultation to internal staff and management, awardees, review panels, applicants, recipients, and sub-recipients.

Supervises and works with staff to provide careful stewardship of government grant funds to prevent waste, fraud, and abuse in ONSE grants programs. Plans work to be accomplished, gives direction, sets goals and priorities, provides performance ratings, approves/disapprove leave, and initiates necessary disciplinary action. Assigns, adjusts, directs, and reviews staff work; identifies areas for improvement and enhancement in grants management and provides training.

Establishes guidelines and performance expectations for staff members. Provides feedback and periodically evaluates employee performance. Provides advice, counsel, and/or instruction to staff members, and disciplinary measures as appropriate to the authority delegated in this area.

Prepares responses to requests from the Deputy Mayor, City Administrator, Mayor's Office, DC agencies, and officials in conjunction with the Executive Director; and prepares reports, correspondence, issue papers, memos, and other technical documents to effectively administer the grant, as necessary.

Submits grant applications, reports, updates, budget, forms, annual planning documents, and other required documentation to and from ONSE within allotted timelines. Establishes, maintains, and retains complete records of all grant-related transactions.

Supports the evaluation of ongoing program functions to ensure that stated goals are met and identifies areas where operational efficiency can be enhanced. Supports the promotion and awareness of the ONSE grants program.

Facilitates and/or implements opportunities for collaborative partnerships among the public, private, and non-governmental sectors to secure targeted services to the citizenry of the district.

Develops, analyzes, and interprets grant agreement policies, Standard Operating Procedures, and various ONSE related guidelines.

Keeps abreast of current practices and trends in grants management. Works with agencies to create an overall vision of grants management as an advantage to a more efficient and more effective government.

Serves as a representative at community events and meetings with individuals, community- based organizations, and other D.C. Government agencies, and reports back to the supervisor on meetings.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of the mission, function, goals and objectives, and operational programs of ONSE. Mastery knowledge of grants and budget management, including Federal and District

funding requirements relating to grants.

Mastery knowledge of grants and grant administration systems, budgeting theories, policies, techniques, methods, and process; and District grants management requirements.

Mastery knowledge of grants management, including proposal reviews procedures, grant monitoring, risk assessment, grant regulations, and grant agreement issuance.

Mastery knowledge of analytical and evaluation methods and techniques; and Mastery knowledge of research techniques, methods, and procedures to research and interpret data and information.

Proven ability to provide leadership in a supervisory capacity. Ability to supervise subordinates based on priorities, selective consideration of the difficulty, and the requirement of the assignments and their capabilities.

Demonstrated ability to communicate effectively both orally and in writing to a variety of individuals and groups. Ability to articulate ideas and issues clearly, concisely, and persuasively. Interpersonal relationship skills in dealing effectively with diverse audiences.

Knowledge of and proficient in the use of operating a personal computer, utilizing Microsoft Office, and a willingness to learn new technologies associated with assigned work tasks.

SPECIAL REQUIREMENTS

The incumbent of this position may be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability. This position is designated as a Security Sensitive position.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☑ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Grants Management Specialist, CS-1109-13; dated 11/22/2017

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☒ No

10. Subject to Identical Additional Action: ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 556005

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	Grants Management Specialist	CS	1109	13	SW	8/24/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Grants Management Specialist	CS	1109	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis — Marcus Ellis (Aug 19, 2021 10:40 EDT)

Date: Aug 19, 2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White, DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US, Date: 2021.08.24 08:35:08 -04'00'

Date: 8/24/2021

20. Standards Used in Classifying/Grading Position: US OPM Standards: Position Classification Flysheet for Grants Management Series,1109, November 2010; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*: No Known Promotion Potential

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

Grants Management Specialist
CS-1109-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Deputy Mayor for Public Safety and Justice. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C) with a focus on utilizing public health approaches to respond to and prevent violence.

The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

MAJOR DUTIES

Grants Management

Administers grants/local funding from award to close out, applying appropriate management controls and keeping abreast of changes in policies, procedures, or requirements.

Manages specific grants/local funds, as assigned, that support violence prevention efforts.

Manages the awarding and administering of sub-grants or contracts.

Reviews and evaluates grant recipients' plans and projects to ensure alignment with the goals and priorities of the ONSE, and in compliance with District and Federal requirements.

Monitors grantees, including site visits and telephone contacts, completes, and reviews financial reports, comparing actual progress with expectations, and initiatives corrective actions, where necessary.

Seeks Federal grant funding opportunities to be serviced through District Government agencies and community-based organizations.

Participates in the development and coordination of workshops, technical training, seminars, and meetings related to grants or at the request of the supervisor.

Provides technical assistance to grant recipients who are small non-profits and community-based organizations working on violence prevention initiatives, as required by the supervisor.

Prepares responses to requests from the Mayor, District Government officials, or the D.C. Council.

Researches and prepares responses to requests for information relating to ONSE grants.

Represents the Executive Director at community events and meetings with individuals, community-based organizations, or other District Government agencies.

Participates in the planning, development, and implementation of Office policies, goals, objectives, and priorities for grant management.

Prepares reports, correspondence, papers, and other technical documents needed to effectively administer grants. Establishes and maintains records of all grant-related transactions.

Community Partnership Development

Facilitates opportunities for collaborative partnerships among the public, private, and nongovernment sectors to secure targeted services to the most at-risk communities in the District.

Works in conjunction with community leaders to identify existing neighborhood resources that can be utilized to meet the needs of residents.

Solicits engagement of community members and groups to provide programming at the ONSE office.

Manages the scheduling and use of space at the ONSE office that is offered to community-based organizations and District partner agencies.

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of grants and budget management, including the budget process and Federal and District funding requirements relating to grants.

Expert knowledge and skill in grant research, writing, and acquisition. Demonstrated analytical ability to assess and evaluate policies, programs, and issues for decision-making, and to identify potential and existing program areas. Ability to work, plan, coordinate, and monitor multiple projects/assignments simultaneously. Ability to exercise independent judgment within established priorities to resolve grantor and sub-grantee concerns.

Skill in development or fundraising, specifically in cultivating new opportunities and supporting the preparation of competitive grant applications for new opportunities.

Ability to work with key system stakeholders across agencies to achieve consensus on multifaceted approach to crime prevention, youth development, intervention, and enforcement.

Excellent communication skills and ability to make presentations, write/edit policies, and procedures, and prepare reports. Ability to work well with others, understanding roles and responsibilities.

Knowledge of neighborhood organizations, community and civic groups, tenant associations, Advisory Neighborhood Commissioners, faith-based organizations, schools, and the Washington, DC community at large to establish links to develop and maintain a comprehensive service program.

Demonstrated knowledge of Federal and District confidentiality requirements and mandated reporting laws.

Knowledge, skill, and ability to operate and/or learn to operate complicated technology and database systems, to include inter-agency data sharing.

SUPERVISORY CONTROLS

The position reports to the ONSE Deputy Director and manages all grants that the Office applies for or issues. The incumbent will work both independently and as part of a team. The incumbent will oversee all aspects of the grant making process.

The supervisor assigns areas of responsibility and is available for policy guidance. The incumbent is responsible for planning and carrying out the assignments, 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. The incumbent determines the approach to be taken and the methodology to be used, but keeps the supervisor informed on progress and potentially controversial matters. Work is usually evaluated for adherence to policies, procedures, goals, and objectives of the program, in addition to sound judgment in decision-making.

GUIDELINES

Guidelines include the District and Federal government laws and regulations, best practices, and promising practices of victim services, as defined by empirical research, and directives or guidelines established by the ONSE Executive Director. Additionally, all applicable Federal Office of Management and Budget circulars establishing guidelines for finance and compliance. The incumbent uses judgment, initiative, and resourcefulness to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work includes various requirements involving sometimes different and unrelated processes and methods. Decisions regarding what needs to be done and how to accomplish them are based on the incumbent's knowledge of the duties, priorities, commitments, policies, and program goals of the supervisor, and involves analysis of the subject and issue. The chosen courses of action are selected from many alternatives and require a high degree of judgment by the incumbent. Activities require analysis of subject matter or issues involved in constituent situation/concern.

SCOPE AND EFFECT

The purpose of the work is to support the ONSE in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for District residents by working with Government agencies and community-based organizations. The work may affect the plans, goals and mission of programs and agency activities.

PERSONAL CONTACTS

Contacts are made with District Government agencies and community-based organizations, as well as private and nonprofit agencies, under contract or grant, relating to victims and victim services in the District.

PURPOSE OF CONTACTS

The purpose of the contacts is to establish and maintain working relationships to accomplish specific project goals and outcomes; to provide advice and assistance relating to projects and services; and to secure data, exchange information, plan, facilitate, and coordinate grants and distribution of their funds.

PHYSICAL DEMANDS

The work is primarily sedentary. It occasionally requires carrying light objects such as files, books, and papers.

WORK ENVIRONMENT

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability – Security Sensitive.

COVID-19 Vaccination: All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☐ Exempt ☑ Nonexempt

13. Competitive Level Code

14. Job Code

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	Case Manager	CS	0101	11		
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	11		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision: Family Survivor Support Division

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Jeffrey Hill, Program Manager

Signature

Date: 11.21.24

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action

Signature: Zondie Pendarvis

Date

20. Standards Used in Classifying/Grading Position: US OPM PCS. Handbook of Occupational Groups and Families, December 2018, 0100 - Social Science, Psychology, and Welfare Group, 0101 - Social Science Series

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

22. Remarks *(optional)*

NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

HUMAN RESOURCES MANAGER
MS-0201-14

INTRODUCTION

This is a standard position description for use in any District of Columbia Government agency under the personnel authority of the Mayor with delegated human resources authority from District of Columbia Department of Human Resources (DCHR).

In this position, depending on agency, the Human Resources Manager plans, develops, implements, and evaluates overall agency human resources and associated labor relations policies and programs by directing subordinate managers and/or supervisors. In the areas where the agency is not decentralized, the incumbent does not have delegated authority, the incumbent is responsible for managing the coordinative relationships necessary to assure the delivery of human resources functions for agency personnel. The complexity of the work is reflected in the need for planning, directing, and integrating a broad range of human resources functions, programs, and services throughout the agency through subordinate managers/supervisors. The work requires consideration of agency productivity, employee morale, legal concerns, and public human resources program issues, and development of solutions which accommodate conflicting objectives from a variety of organizations, groups, and individuals. The work of directing the human resources program is essential to the mission of the agency and affects all employees and departments in the agency.

POSITION CONTROLS

The incumbent works under the broad policy, direction, and supervision of the agency head or his/her designee while directing/administering the human resource functions through subordinate staff for the agency. The work is performed under broadly defined missions and functions and general administrative direction with limited to no technical guidance. The employee exercises full and final accountability for all matters associated with completing work assignments including determining the work to be performed and the methods used. Results of the work are considered technically authoritative and evaluated in terms of the human resources program's role in attracting and retaining qualified employees for the agency.

Guidelines consist of broad policy directives as well as basic Federal, District, and Agency legislation, rules, regulations, policies, and procedures, particularly those involving human resources and budgetary management, and require the incumbent to use considerable judgment in interpreting the intent of the guidelines and generating specific policies and guidance for use by subordinate managers and/or supervisors in the development of the various areas of the agency's overall human resources program.

The incumbent uses expert judgment, initiative, and resourcefulness in establishing methods or researching trends and patterns to develop new methods and criteria, propose new policies and practices relative to the agency.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the agency focal point for human resources inquires and administrative issues. Conducts human resource strategic planning; and serves as a member of the agency's senior management in the management of the agency.

Work with the Office of the Chief Financial Officer (OCFO) in the identification, distribution, allocation, and control of positions throughout the agency. Establishes a viable agency position control system to maximize available manpower allocation and plan for unique human resource needs. Works with OCFO in agency personnel budget preparation and changes regarding existing personnel costs and new position changes in positions.

Counsels management in accomplishing organizational and operational goals and identifying and resolving human resources issues. Provides human resources policy guidance, technical expertise, and consultation to other managers and staff within the agency. Renders decision in the interpretation of the human resources regulations to agency management and employees.

Recommends human resource policy or operations changes, consistent with District human resource laws, rules, regulations, priorities, objectives, and any new mandates to the agency head and monitors implementation when approved.

Coordinates the human resources liaison function including establishing a monitoring and reporting system and responding to human resource problems. Works with DCHR entities, as appropriate/necessary, to ensure accurate benefits and retirement administration, position classification, recruitment, and placement of personnel for/within the agency. Ensures the controls are in place to identify staff development and training needs relative to the mission and function of the agency and that agency employees receive the necessary training.

Provides agency human resource representation at meetings, hearings, contract negotiations, presentations, proceedings, and committees. Acts as the agency's main contact for employee issues acting for the agency head as technical authority in grievances.

Provides guidance and assistance to subordinates, as necessary, in the delivery of human resources services to agency employees. Makes decisions on work issues/problems presented by subordinates.

Manages directly or through subordinate managers/supervisors a staff of professional, technical, and secretarial/administrative staff performing the human resources functions for the agency. Makes decision on work problems on non-supervisory employees rated by subordinate supervisors. Provides advice and counsel to staff; approves selections for subordinate supervisory and nonsupervisory positions.

Makes decisions on non-routine, costly, or controversial training needs and requested and training requests related to employee of the department. Recommends awards for bonuses for subordinate employees as well as changes in position classification, subject to approval by agency head.

Conducts periodic workload and workflow process analyses, proposes, and implements recommendation to improve and enhance output in addition to improving working environment. Finds and implements ways to eliminate or reduce barriers to effective production, promotes team building, or improve business practices, and reforms related supervisory responsibilities as required.

Conducts projects and studies. Analyzes and evaluates new and existing programs in terms of meeting the agency's human resource management needs to comply with legal and
governmental requirements. Recommends changes and/or corrective actions to District human resource law, rules, and/or regulations.

May represent the agency's interest(s) in collective bargaining.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Advanced knowledge of the mission and functions; goals and objectives; organizational structure; and individual program responsibilities of the agency, including administrative laws, policies, regulations, and precedents applicable to agency/assigned area(s).

Demonstrated ability to effectively manage staff and provide leadership in a managerial/supervisory capacity in a medium human resources department, including, but not limited to, establishing goals, objectives, and priorities in accordance with the

agency's overall mission including planning, directing, coordinating, controlling, and evaluating multiple units through subordinate supervisors/managers.

Advanced knowledge of human resources management and the policies, precedents, procedures, accepted practices, and regulations that govern District of Columbia human resources actions and procedures including planning, organizing, coordinating, and implementing the overall human resource operations in an organization.

Demonstrated skill in the interpretation and application of laws, rules, regulations, policies, procedures, collective bargaining agreements and administrative guidelines combined with the expert ability to use sound judgment and reach logical/useful conclusions.

HUMAN RESOURCES MANAGER
MS-0201-14

Advanced knowledge of policy administration, including, but not limited to planning, developing, implementing, and evaluating policies and procedures. Local government experience preferred.

Advanced knowledge of, and skill in applying, analytical and evaluative methods and techniques to conduct in-depth research of policy issues, program/operations, project issues; to review and analyze complex issues; prepares clear, in-depth reports of studies and recommendations.

Excellent communication skills sufficient to represent the agency in various settings and respond appropriately. Demonstrated ability to write effective memoranda, papers, and reports. Excellent skills to maintain effective working relationships with a variety of people.

Knowledge and skill in the use of the District's Schedule A's, financial system (SOAR), procurement system (PASS), and personnel system (People/Soft) is required. Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn new technology associated with assigned work tasks. Demonstrated knowledge of and ability write and run automated reports from a variety of computerized systems.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington. DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551513

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	Human Resources Specialist	CS	201	13	TE/NC	6/6/2024
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

c. Third Subdivision

a. First Subdivision: Office of the Chief Operating Officer

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: Yasha Williams, Chief Operating Officer

Signature: Yasha Williams Robinson — Date: 05/29/2024

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Nigel Crawford, Supervisory HR Specialist(Classification

Signature: Nigel Crawford — Date: 6/6/2024

20. Standards Used in Classifying/Grading Position

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

22. Remarks *(optional)*: NO KNOW PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

HUMAN RESOURCES SPECIALIST
CS-0201-13

INTRODUCTION

This position is located in the District of Columbia Office of Neighborhood Safety and Engagement (ONSE) Human Resources Management Division. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence.

The incumbent serves as the Human Resources Specialist for the agency and responsible for providing the full range of technical, assistance, guidance, and advisory services, and resolving human resource and administrative issues and/or problems. The work involves the development and submission of HR (personnel action) requests related to position classification, recruitment, staffing, employee and labor relations, training, wellness, performance management, and other human resource matters.

MAJOR DUTIES

Serves as the agency's Human Resources Advisor, providing various aspects of human resources functions, i.e., recruitment, training, performance management and other functions related to human resources' policies and procedures.

Determines qualification requirements for all levels of jobs, including managerial, supervisory. and nonsupervisory with non-specialized and specialized requirements. This determination is based on rules, regulations, and industry standards for a variety of positions. Interprets, analyzes, and applies qualification standards, position requirements, job analysis, and evaluation plans. Prepares a lists of eligible job applicants in accordance with regulations and policies.

Initiates personnel actions for new employees in PeopleSoft. Writes consistent, coherent position vacancy announcements in collaboration with the manager, supervisor or other senior level staff. Compares position descriptions with vacancy announcements and qualifies candidates who applied for job vacancies. Reviews vacancy announcements for quality and accuracy to advertise jobs. In conjunction with the hiring manager, assures that position vacancies are posted in the appropriate media including newspapers, list serves, and websites. Enters personnel actions, requisitions, etc. into PeopleSoft.

Works with appropriate DC Department of Human Resources (DCHR) entities to ensure accurate position classification, recruitment and placement of personnel for and/or within the agency or assigned area(s).

Serves as the agency's training coordinator and implements a system to identify staff development and training needs relative to the mission and function of the agency or assigned area(s).

Serves as a point of contact for new employees into the agency and may conduct in-house orientation of new employees as it relates to the policies and procedures outlined for the agency.

Provides advice and training to managers and supervisors in establishing and maintaining a diverse and well qualified workforce.

Monitors training instructors presentations, compares materials to be presented by ensuring

compatibility with specific subject matter, which includes methods used against established programs of instruction, lesson plans, etc.

Regulates organizational changes throughout the organization, and major change to the structure and content of the program or program segments.

Develops various forms, statistical and narrative reports requested by agency management and DCHR. Assures that agency managers and supervisors understand them through training, coaching, and other means which include policies, notices, issuances, etc.

Utilizes information and data collected to recommend improvements or methods and techniques for recruiting, selecting, promoting and evaluating employees and maintaining a well-qualified workforce.

Oversees the performance management program for the agency. Works closely with DCHR and formulates procedures and/or guidelines to ensure the effectiveness and conformance of the program.

Answers questions and provides guidance to managers/supervisors regarding performance management. Recommends action when a performance improvement plan is needed. Assists managers/supervisors and employees in the development, monitoring, and removal of performance improvement plans.

Performs special assignments at the request of the Chief Operating Officer, Chief of Staff, and Executive Director. Collaborates with officials of various District Government agencies on highly confidential assignments that necessitate considerable research and analysis.

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of human resources, management's fundamental principles, concepts, regulations, practices, analytical methods and techniques, and methodology.

Expert knowledge of, and ability to understand and apply District, federal and other applicable personnel laws, rules and regulations in order to complete work assignments related to competitive and non-competitive HR actions in an accurate manner.

Expert knowledge of, and skill in applying HR recruitment, staffing and placement principles, concepts, practices, laws, regulations, policies, and precedents sufficiently to provide HR management advisory and technical services on organizational functions and work practices.

Skill in written and oral communication sufficient to prepare and present findings, carry out

specific actions regarding issues, prepare reports and findings with recommendations, as well as to provide training, make presentations; and develop and sustain positive business relationships with client agencies, businesses, schools and colleges, federal and state governments, and the general public.

Expert knowledge of, and skill in human resources management including recruitment, staffing, compensation, benefits, employee relations, classification, policy development, organizational development and design, and program development.

Expert knowledge of, and skill in applying analytical and evaluative methods and techniques to assignments, projects, HR issues and studies. Ability to perform broad and complex research tasks in a variety of areas under short deadlines, with minimal supervision.

Strong analytical, strategic and creative skills to develop and evaluate the effectiveness of course curricula; and highly developed skill in fact-finding, analysis, formulating and presenting recommendations, and applying research methods to plan and evaluate training.

Skill in problem-solving, negotiation strategies, and project management.

Ability to implement a system for staff development and training needs. Ability to provide guidance and training to managers and supervisors to establish and maintain a diverse and well qualified workforce.

Proficient skill in the use of operating a computer, utilizing Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and other HRIS Systems functionality.

SUPERVISORY CONTROLS

Works under the general supervision of the Human Resources Manager who sets the overall goals and objectives to be accomplished. The incumbent independently plans and carries out the assignments, resolving most conflicts that arise, coordinating the work with others, as necessary, and interpreting policy on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint of feasibility or effectiveness in meeting requirements and expected results.

GUIDELINES

Guidelines include District of Columbia (D.C.) Law 2-139; the District Personnel Manual. applicable federal and District personnel regulations; qualification standards; District government policies and procedures; budgetary constraints; payroll procedures; Mayor's Orders; and other pertinent agencies, and District government policies and procedures. A high degree of judgment, confidentiality, and interpretation are employed in the application of existing guidelines. The incumbent uses expert judgment, initiative and resourcefulness in establishing methods or researching trends and patterns to develop new methods and criteria and propose new policies and practices relative to the agency.

COMPLEXITY

The incumbent performs a variety of duties intended to deliver human resources services to agency personnel. Assignments involve some analysis and evaluation of information obtained and applying some application of management and analytical technique in completing assignments. Assignments include employing a variety of standardized methods to recommend, develop, and disseminate pertinent information relative to the successful operation of the agency and its programmatic areas.
Decisions regarding what needs to be done may involve some analysis and assessment of unusual circumstances and applying agency practice as well as HR best practices.

SCOPE AND EFFECT

The work involves providing advice and assistance to managers, supervisors, and

administrative officials on a wide variety of HR matters to include technical advice associated with human resource activities for the agency; and resolving human resource and administrative issues/problems which provides the stimulus of resourceful leadership. The work is associated with matters related to position classification, recruitment, staffing, placement, training, record management, incentive awards, performance evaluations, etc. The work contributes to the objectives and efficiency of agency activities which ultimately affects the resolution of problems that promote the overall quality, effectiveness, and efficiency of the agency's mission and operation.

PERSONAL CONTACTS

This work requires the incumbent to have contact with employees within the agency as well as multiple intergovernmental contacts throughout the District of Columbia.

PURPOSE OF CONTACTS

The purpose of contacts is to give and receive information in order to resolve problems and settle matters. Contacts are also made to influence and persuade employees and managers to accept and implement findings and recommendations.

PHYSICAL DEMANDS

This position is mainly sedentary with some travel to local meetings as assigned.

WORK ENVIRONMENT

Work is performed in an office setting.

OTHER SIGNIFICANT FACTS

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

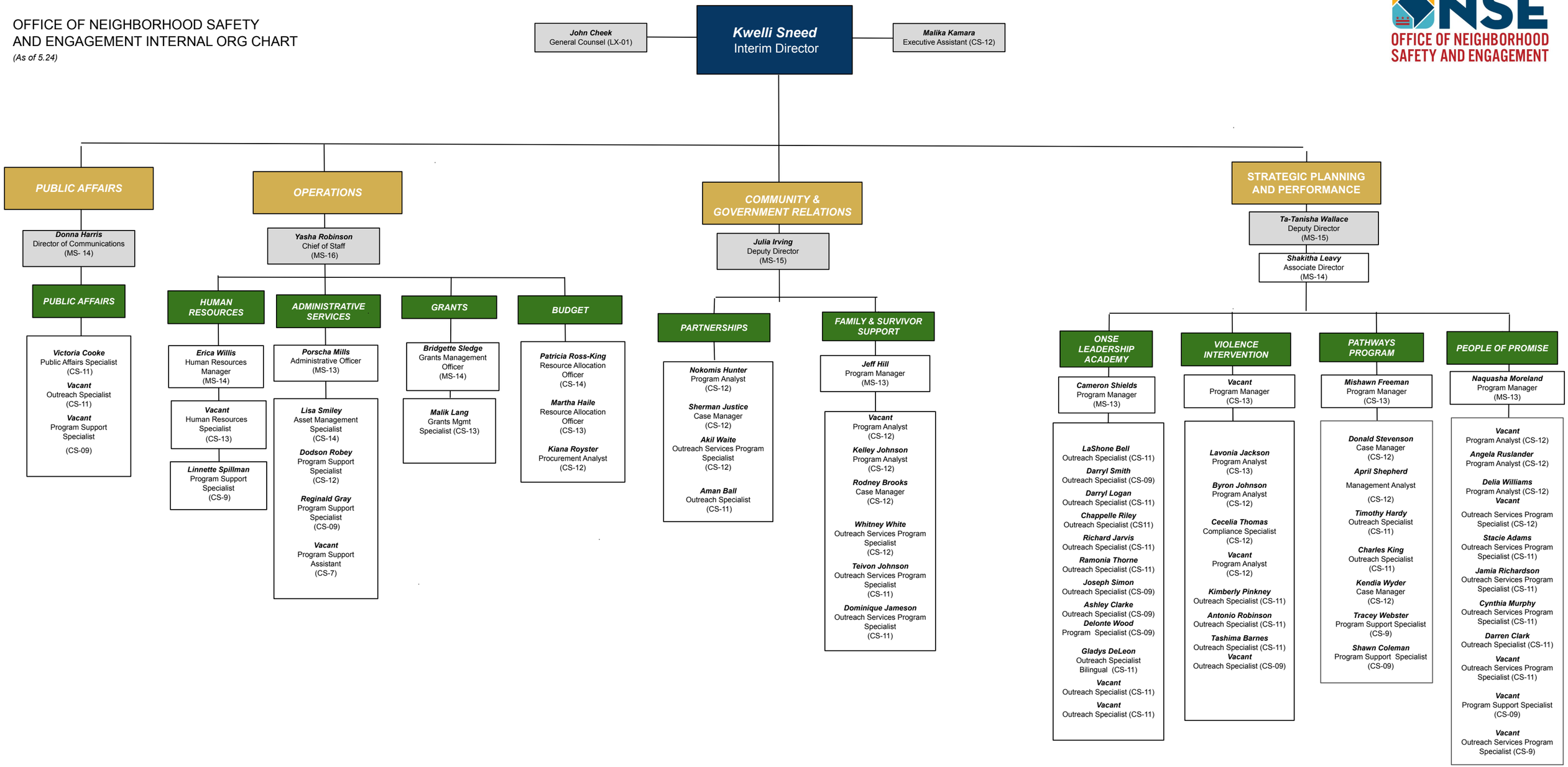
SECURITY

This job is designated as "Security" sensitive due to the position's duties and responsibilities. Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT INTERNAL ORG CHART

(As of 5.24)

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☐ Security ☑ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ■ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action ☐ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 557707

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	Lead Program Coordinator (Pathways)	CS	0301	13	kag	12/11/2024
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Lead Program Coordinator	MS	0301	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Pathways Program

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: Yasha Robinson, Chief Operating Officer

Signature: Yasha Williams Robinson — Date: 12/10/2024

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Kathryn Greene, DCHR Classification Specialist

Signature: Kathryn Greene — Kathryn Greene cn=Kathryn Greene, o=Classification, ou=DCHR, email=kathryn.greene@dc.gov, c=US 2024.12.23 13:33:57 -05'00' — Date: 12/11/2024

20. Standards Used in Classifying/Grading Position

Position Classification Flysheet for Miscellaneous Administration and Program Series, 0301, dated January 1979 and Administrative Analysis Grade Evaluation Guide, dated August 1990.

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

22. Remarks *(optional)*

No Known Promotion Potential

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

LEAD PROGRAM COORDINATOR
(Pathways)
CS-301-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of Government Relations, Pathways Program. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (DC) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Pathways Program is a transitional employment program that aims to decrease participants' involvement in the criminal justice system and improve their employment, education, and training outcomes of employment, education. Workforce development, health and wellness, and housing stability of those that are most likely to be harmed, or cause harm.

Incumbent serves as the Lead Program Coordinator for the ONSE Pathways Program and is responsible for assisting the Program Manager with program operations and provides administrative support.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent ensures services provided by coaching specialist, outreach specialist, case managers, and contractors are delivered according to local, state, and federal laws and comply with contractual requirements. Ensures the quality of care for all program ambassadors, including, but not limited to, behavioral health therapy, case management services, housing, assistance, and employment opportunities.

Leads the development, execution, and coordination of program operations and processes. Provides guidance and feedback to improve performance and advises on the effectiveness of the outreach program services.

Coaches case managers who are responsible for working directly with individuals most at-risk of being involved in violence. Utilizes health-based approaches focusing on multiple services to decrease the likelihood of individuals' criminal justice involvement and improves outcomes such as employment, education, job opportunities, health and housing stability.

Manages the ambassador intake process and registration for the Pathways Program.

Articulates and communicates to the team the assignment, project, problem(s) to be solved, actionable events, milestones, program issues under review, and/or deadlines/time frames for completion.

Manages caseloads and provides intensive outreach to clients and families and connects them to services needed. Documents all contact with the family, which may sometimes contain sensitive and confidential information according to agency guidelines.

Creates work plans, processes and systems to reduce violence by ensuring comprehensive and coordinated services based on the needs and assessed risks of individuals participating in violent activity can improve outcomes related to public safety, individual goals, and overall well-being.

Collaborates with ONSE's outreach teams, other departmental staff, other D. C. Government agencies, community resources and most at-risk individuals to provide activities, trainings, and education and employment services.

Develops plans of action to motivate a focused group of adults toward activities that can serve as alternative methods in helping to develop positive self-images, self-respect and self-esteem. Organizes and implements activities between the outreach staff and other Office of Neighborhood Safety and Engagement (ONSE) staff as well as other government agencies, community organizations that may also provide activities, training and education for youth and adults.

Provides technical advice and guidance in the development and review of ONSE Pathways Program. Conducts home visits, school visits, and other monitoring visitations to determine the interest and needs of community and individuals served.

Analyzes the effectiveness of programs and services and coordinates with the Program Manager to design on-going improvement plans for program and services. Provide coordination and act as an intermediary between the internal and external evaluators. Assist in evaluating activities and provide justification for redefined objectives and changes in resource utilization.

Assist in the development and coordination of outreach activities and collaborations with other District organizations to accomplish public health education and other initiatives intended to promote health-based alternatives.

Ensure the goal of the program aims to decrease the likelihood of criminal justice involvement, and improve the outcomes of employment, education, workforce development, health and wellness, and housing stability of those that are most likely to be harmed, or cause harm. This will be achieved by (1) reducing criminality through mentorship and relentless follow ups to prevent arrest or incarceration by providing a safety net of healthy opportunities and alternative paths; (2) improving the quality of life and self-sufficiency of program participants through employment, housing, family involvement, and community involvement; (3) improving the health and wellness of

program participants by addressing physical and mental health and/or substance use (sobriety and relapse prevention); (4) achieving systems change through multi-agency collaboration and case management strategies; and (5) using Restorative Justice practices to help individuals take ownership of their actions, understand the impacts caused to victims, and the role they play in rebuilding their communities.

Performs other duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the mission, policies, procedures goals, governing laws and objectives of ONSE and the Pathways Program in order to develop plans and carry out activities and to ensure effective program coordination.

Demonstrated ability to evaluate and present sound judgments in analyzing significant issues and in defining feasible options when deviations from established procedures and policies are needed.

Demonstrated expert skill in research techniques, methods, and procedures to research and interpret considerable data/information associated with the program.

Demonstrated skill and ability to effectively manage time and resources, achieve deadlines, recognize, and respond to changing priorities and circumstances, under sometimes-stressful conditions, in a creative manner. Ability to provide a level of sensitivity and conduct a mannerism that is reflective of compassion for the needs, feelings, and capabilities of others.

Demonstrated ability to lead and provide guidance and internal training to employees and support to the Program Manager.

Demonstrated skill in event planning and working with people representing a wide range of community-based or neighborhood organizations.

Demonstrated ability to establish new standards and assist with identifying training needs and resource requirements for the program and to initiate, formulate plans.

Demonstrated ability to communicate effectively and professionally both orally and in writing in order to individuals from diverse cultural backgrounds with various socioeconomic challenges; to prepare reports; and to maintain contact with community, resource groups, and collaborative organizations. Ability to exercise tact, discretion, and skill in dealing with people at various grade levels and job categories.

Comprehensive skill in the use of operating a personal computer (PC); in the utilization of Microsoft Word, Excel, Access, and PowerPoint to create, produce and disseminate various reports and maintain case notes and have a willingness to learn new technology

associated with assigned work tasks for entering data and producing reports and documentation.

SUPERVISORY CONTROLS

Incumbent works under the general director and supervision of the Program Manager and Deputy Director, who defines overall objectives to be achieved and relies on incumbent's expertise in planning, organizing, and executing assignments. Incumbent demonstrates initiative, creativity, and sound judgment in planning, developing, and implementing short and long-range objectives. Incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed work is reviewed for conformance to established policies and procedures, feasibility of recommendations and compatibility with the organizational goals, guidelines, or effectiveness in achieving intended objectives.

GUIDELINES

Guidelines include The Neighborhood Engagement Achieves Results (NEAR) Act of 2016 and applicable procedures, polices, guidelines and regulations. Incumbent uses sound judgment in locating and selecting the most appropriate guidelines and uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work involves a wide variety of administrative and program methods, in addition to analytic techniques, to review, develop, execute, and disseminate pertinent information relative to case management and outreach services to at-risk individuals with specific needs. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

SCOPE AND EFFECT

The purpose of the work is to provide administrative advice and assistance to supervisors, as well as technical coordination and guidance to lower graded staff. Incumbent’s performance of duties and responsibilities substantially affects the overall efficiency and effectiveness of the work of the section and unit, and it allows supervisory staff to devote their efforts to the more complex and difficult aspects of the matters assigned to the section and unit.

PERSONAL CONTACTS

Personal contacts are with managers, supervisors, senior executives, employers, state and local agency representatives, legal advocates, community organizations, District government agencies, civic groups, faith-based organizations, and schools.

PUROPSE OF CONTACTS

The purpose of the contacts is to provide critical information to define, analyze, and resolve different interpretations of issues to assemble data and verify information.

PHYSICAL DEMANDS

The work requires the performance of light physical tasks requiring a minimum of physical effort. Incumbent must be able to sit for long periods, stand for long periods, communicate with ambassadors and others, engage in physically vigorous team-building activities, communicate with applicants and others, drive a car, and operate a personal computer and keyboard, multi-line telephone, and photocopier.

WORK ENVIRONMENT

The work is performed in an office environment. During partnership development, the incumbent visits places of employment, other criminal justice agencies, and other sites. Expansion of resources requires site visits to community-based organizations throughout the District of Columbia and occasionally home visits of program participants.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations Suitability. This position has been designated as a **Protection-Sensitive** position.

This position is classified as **"protection-sensitive"** due to the position's duties and responsibilities. Protection sensitive positions are positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for patients or other vulnerable persons.

The incumbent has frequent contact with individuals most at risk at being involved in violence, their family members, the Police Department, social service representatives, civic groups, the general public, schools, organizations and neighborhood groups This position is assigned to the Pathways Program. The Pathways Program is a transitional employment program for individuals between the ages of 18-35 identified as being at risk of participating in and/or being victims of violent crime.

Work hours will vary as required be the needs of the program to include evenings, nights, weekends, holidays, split days off and fluctuating tour of duties.

LICENSURE AND CERTIFICATION

Must possess a valid driver's license.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other

3. Service: ☒ Department ☐ Field

4. Employing Office Location: Washington, D.C.

5. Duty Station: Washington, D.C.

6. Certification No.

Explanation (show any positions replaced)

Standard Position Description

7. Position Status (Service): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code:

9. Employment /Financial Statement Req'd? ☐ Yes ☐ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: Union 553432 Non Union 551253

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	Management Analyst	CS	0343	13	MC	10/21/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District Government Agency as assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher -Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature: Zondie Pendarvis Date: 10/28/19

20. Standards Used in Classifying/Grading Position

US OPM Standard: Position Classification Flysheet Management and Program Analysis Series, GS-0343, dated August 1990; and Administrative Analysis Grade Evaluation Guide, dated August 1990

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

22. Remarks *(optional)*

This is a standard position description for use in any agency in the District of Columbia Government.

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

MANAGEMENT ANALYST
CS-0343-13

INTRODUCTION

This position is a standardized position description designated for use in any District of Columbia Government department, agency or office.

This position description depicts generalized duties and responsibilities required of a position with the primary responsibility for assignment which include detailed analytical and statistical reviews of the program(s) and special projects, and carrying out a wide range of assignments related to initiatives.

MAJOR DUTIES

Works closely with management and project teams to carry out highly complex management studies dealing with work measurement, methods, and procedures, time standards, and/or benchmarking to identify root or systemic causes and problems, and propose solutions to improve efficiencies. Analyzes and reviews documentation procedures and controls.

Plans, organizes, analyzes, evaluates, and provides technical oversight to data analysis and business process review projects through application of project management principles, practices, and techniques.

Develops, plans, and schedules, estimates resources requirements, defines milestones and deliverables, monitors activities, and evaluates and reports on accomplishments. Identifies alternative solutions to problems in assigned projects.

Conducts analysis of the most complex business problems. Works with management to apply findings and recommendations to develop agency strategies and corresponding business objectives.

Assesses program objectives, goals and deliverables. Makes recommendations regarding the planning and managing of programs to enhance the quality of services and accomplishment of expectations.

Collects and analyzes data, evaluates the likelihood and consequences of noncompliance and develops recommendations for the management and tracking of identified problems. Reports the findings and propose actions plans to address findings.

Manages, organizes, coordinates, and monitors activities and functions of development projects in cooperation with other departments and outside contractors. Monitors service of programs in order to ensure delivery of expected services at all levels and to identify emerging service needs and problems.

Researches and recommends new or revised operations and measures that will enhance the completion of programs and special projects. Evaluates best practices used in the Federal and Corporate operations in similar programs and activities. Conducts needs assessment or front-end analysis on prioritized agency services to locate opportunities for improvements.

Prepares written reports summarizing data findings, recommendations, project management, and others as defined. Recommends improvements or solutions to problems, or determines appropriate actions to resolve issue.

Observes and analyzes programs to verify reported information and to review compliance with guidelines or objectives. Works cooperatively with various levels of staff to meet development needs. Meets with representative to review proposed projects and activities.

Demonstrates continuous efforts to improve operations, decrease unaccomplished project measures, streamline work processes, and enhance the delivery and quality of internal and external customer service.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the theories, concepts, principles, practices, methods, and techniques of program administration sufficient to resolve questions, problems, and issues.

Expert knowledge of the application of analytical and evaluative methods and techniques to project issues or studies concerning the efficiency/effectiveness of program operations or substantive administrative support functions and organization structures.

Comprehensive knowledge of and ability to apply a wide range of principles, theories and processes of management with a high degree of resourcefulness, ingenuity and inventiveness to a variety of studies, investigations and assignments.

Expert knowledge of analytical, statistical and evaluative methods and techniques to select and apply appropriate program evaluation and measurement techniques in measuring and evaluating program accomplishments.

Skill in applying complex fact-finding analytical and problem solving methods and techniques to identify interrelated program problems, draw conclusions and recommend appropriate actions or solutions to improve program efficiency and effectiveness.

Comprehensive knowledge of the functions, programs organizational structure and missions of the department, as well as, demonstrated skill in the interpretation and application of the policies, processes, regulations and legislative authorities which govern the activities of the department.

Skill in establishing and maintaining effective relationships with co-workers, supervisors, and representatives of activities studied to resolve routine problems and provide advice and assistance on routine matters.

Excellent verbal and written skills to present analyses, conclusions and recommendations, and to communicate to a wide range of staff at varying levels in a clear, concise and comprehensive manner.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of a designated manager who sets the overall objectives and resources available. The incumbent, in consultation with the supervisor, develops the deadlines, projects, studies, and other tasks to be completed. The incumbent is responsible for planning and carrying out the assignments; resolving most conflicts and coordinating the work with others as necessary. The supervisor is kept informed of progress and

potentially controversial matters. Completed work is reviewed in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements of expected results.

GUIDELINES

Guidelines consist of general administrative policy statements concerning the issue or problem being studied. The incumbent uses judgment, initiative, and resourcefulness when deviating from traditional methods that may be available to develop and adapt new methods as warranted or solutions to potential problems.

COMPLEXITY

Analytical assignments involve efforts to develop and implement broad programs/projects based upon the new or revised regulation or standards. The work typically requires efforts to develop new program/project objectives and regulatory initiatives to facilitate achievement of goals and objectives. The work requires continuing efforts to establish guideline to ensure smooth operation of the department.

SCOPE AND EFFECT

Guidelines consist of broadly stated mission objectives and regulations. Incumbent exercises judgment in interpreting and adapting guidelines and their intent, taking necessary action to ensure maximum results and efficiency in meeting the goals of agency. Resourcefulness and ingenuity are frequently required when developing new guidelines or procedures.

PERSONAL CONTACTS

Contacts include employees and upper level managers within the organization; possibilities exist for contact with managers at various levels within private industry. Contacts occur through meetings, at which the incumbent presents proposals, assistance with implementation or issues for negotiation.

PURPOSE OF CONTACTS

Contacts are to gather and/or provide information, consult and negotiate. The incumbent develops approaches to reach a mutual understanding of a situation.

PHYSICAL DEMANDS

The work is primarily sedentary, requiring no special physical demands.

WORK ENVIRONMENT

The work is performed in a typical office setting.

DISTRICT OF COLUMBIA GOVERNMENT

OFFICE OF NIEGHBORHOOD SAFETY AND ENGAGEMENT

COMPLIANCE UNIT

UPDATED INITIAL MONITORING REPORT

TOGETHER WE RISE

August 8, 2025

Contents

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I. EXECUTIVE SUMMARY

The District of Columbia (D.C.) Office of Neighborhood Safety and Engagement (ONSE) Compliance Unit, is responsible for conducting monitoring and data validation for grantees and programs throughout ONSE. Program reviews are in accordance with D.C. Municipal regulations 717.29 Action ED-4.2.F: Training Program Tracking and 717.30 Action ED-4.2.G: Best Practices Analysis; D.C. Code; the Language Access Act of 2004, the Living Wage Act of 2006, the Americans with Disabilities Act, and under the guidance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to Local and State Government (OMB Circular A-102).

A. Background

Together We Rise (TWR) is a grassroots, community-based organization established in 2022, born from a profound commitment to serve, uplift, and restore communities heavily impacted by myriad forms of trauma. Our mission is to build bridges and pathways grounded in healing, love, and restorative justice, fostering community-led transformation for individuals who have faced systemic challenges. With a culturally responsive framework, TWR aims to rebuild social structures in eight high-priority neighborhoods across Washington, DC's Wards 6 and 7. Through consistent community engagement, trauma-informed practices, and a holistic healing framework, TWR has swiftly emerged as a stabilizing force, providing essential support and services that empower individuals to rebuild and restore their lives and communities.[1]

B. Engagement

On January 22, 2025, TWR received a Fiscal Year 2025 (FY25) Empowering Communities Through Innovative Violence Intervention (EC) grant in the amount of $1,512.000.59. The award period for the grant was January 1, 2025 through September 30, 2025. TWR was to provide violence intervention, ceasefire and mediation support, adult life coaching, and mentorship under the ONSE Violence Intervention Initiative to individuals between the ages of 18 - 35 and who are at the highest risk of violence and are often resistant and/or not eligible to be served with other services.[2]

Per the EC standard operating procedure (SOP) manual Site Visit section ONSE is required to conduct site visit to monitor and evaluate the grantee's compliance with grant guidelines as well as agency and local requirements. This report will be submitted to ONSE leadership, who will disseminate to program staff to address any staff-related matters raised by the report.[3]

II. MONITORING SCOPE AND PROCESS

As part of its regular oversight functions, ONSE Compliance Unit conducted an initial onsite

programmatic monitoring visit on April 8, 2025, to assess TWR's early implementation efforts and compliance with grant and regulatory requirements. ONSE assesses the grantee's adherence to the applicable federal and District of Columbia regulations, as well as compliance with the established ONSE policies, grant terms, and operational expectations. Monitoring included a comprehensive

[1] FY 25 Grant Application. Page 2
[2] RFA.Overview. Page3
[3] VI SOP. Site Visits Page 33

review of the grantee's administrative records, all programmatic deliverables.

III. INITIAL MONITORING REVIEW

Initial performance monitoring is conducted to assess the grantee's early implementation efforts, verify adherence to program requirements, and identify any areas requiring technical assistance or corrective action. The review included a thorough review to include administrative files, all program related deliverables, including program performance documents, participant files, case management, marketing materials, organization policies, expenditure reports, and other pertinent program and fiscal documents. The following section is a comprehensive account of all noted observations.

A. Program Site Review

ONSE reviewed the following documents:

- Executed Agreement/Attachments;
- Original Grant Application (including original budget);
- Confirmation of Pre-Program Requirements (Pre-Site Visit, Personally Identifiable Information/Federal Tax Information Training, Orientation, All ONSE Mandatory Meetings);
- Program Timeline/Workplan;
- Staff Roster/Organizational Chart (including Program and Fiscal/Accounting Staff);
- Address(es) for Grant Services Locations,
- Copies of Participant Roster/All Attendance Records/Participant Timesheets,
- Monthly Program Reports,
- Copies of all program materials used during the performance period (participant handbooks, and advertisements, etc.),
- Participant Assessments (if applicable),
- Program Policies and Procedures,
- Standard Operating Procedures,
- Proof of Agreement-Mandated Insurance Coverage which may include Commercial General Liability (CGL), Automobile Liability, Worker's Compensation/Employer's Liability, Cyber Liability, Commercial Umbrella or Excess Liability, or applicable coverage waivers.

B. Interview

During the site visit, TWR representatives were interviewed. They responded to the ONSE administrative questionnaire and provided an overview of the organization and grant-funded program operations, implementation status, and challenges experienced during program delivery. TWR stated that through their partnership with ONSE they have had positive experiences while engaging with the ONSE VI program staff.

1. Observations

In assessing TWR programmatic processes, the ONSE compliance team observed the following during the monitoring visit.

- TWR was not fully staffed for the VI Grant
- Equal Employment Opportunity compliance signage was not properly displayed
- Limited documentation was available to verify the depth of engagement with high-risk individuals
- The provider reported ongoing conflict resolution activities, including mediations and ceasefires engagements. These activities are situational by nature and may not always follow a fixed schedule or volume.
- Program staff reported challenges using ONSE program Smarthseet/Dashboard for reporting.
- A sample program uniforms was available for review; however, staff must provide proof of additional uniforms shirts
- Ongoing improvement for data quality checks to ensure accurate, and aligned with deliverables requirement
- Safety protocols, including emergency exits and ADA compliance, were evident.
- Documentation and Record Keeping
- The program maintained strong community partnerships and demonstrated active engagement with participants through outreach and collaborative efforts.
- TWR has completed intake assessments for registered participants and has made referrals for appropriate services.
- TWR has submitted its quarterly Language Access Report, detailing efforts to ensure meaningful access to services for individuals with limited English proficiency.

2. Findings

No. 1 – Proof of First Source Filing Reporting[4]

Condition: TWR did not provide proof of the District's First Source Employment Agreement.

Required Action: The Grantee shall submit proof of the First Source Employment Agreement.

Close-Out Remarks: TWR did not provide proof of the First Source Employment Agreement. **As a result, this finding is confirmed.**

[4] Provider Handbook, Page 35

No. 2 – Missing Staff Clearance Documentation[5]

Condition: TWR must provide clearance documentation for all staff employed on the VI grant.

Required Action: TWR is required to provide clearance documentation for all hired personnel assigned to the VI grant.

Close-Out Remarks: TWR did not provide proof of clearance documentation for all hired personnel staff assigned to the VI grant. **As a result, this finding is confirmed.**

3. Areas of Concern

No. 1 –Intervention strategies were either missing or insufficiently detailed.

Concern: TWR conducts conflict mediations and conflict resolutions with participants; however, documentation is inconsistent.

Recommendation: It is recommended that TWR ensure that all activities to reduce gun violence are documented in sufficient detail and shared with ONSE compliance and programming team.

Close-Out Remarks: TWR provide proof of documenting intervention strategies and conflict mediations in the ONSE VI program Dashboard

As a result, this area of concern is abated.

IV. PROMISING PRACTICES

No. 1 – Program Community Partnerships

Although TWR had to temporarily suspend its structured Tools for Change program, to minimize service disruption and preserve participant engagement and maintain program continuity focusing on conflict resolution, emotional wellness, life skills, they utilize their staff to reenforce services.

V. FOLLOW-UP

ONSE submitted the initial monitoring report to TWR on July 2, 2025, with a response

due date of July 16, 2025. TWR provides additional documentation to address

the findings and areas of concern as noted therein. As a result, two (2) of the three (3) programmatic findings were abated and one (1) was confirmed and one (1) area of concern was abated. This review is hereby concluded.

[5] VI SOP. Staff Hiring, Termination and Personnel Changes. Page 6

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of Mayor Muriel Bowser

DC Office of Neighborhood Safety and Engagement

September 3, 2025

Donald Issac Jr
Executive Director
East of the River Clergy Police and Community Partners
4105 1st St SE
Washington, DC 20032

Dear Mr. Donald Issac Jr:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on August 25, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess East of the River Clergy Police and Community Partners compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to the ERCPCP's administration of the grant are provided below:

Recommendations:

- It is recommended to develop a policy and procedure to evaluate contractors on services rendered.
- It is recommended that the grantee collect data to support the need of training, activities, and events. The grantee should also collect post surveys and evaluations from participants to measure the effectiveness of service.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with grantee application
- Compliance and quality of performance measures
- Compliance of administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend ERCPCP for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or concerns or need technical assistance, please feel free to email me at Malik.Lang@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Malik Lang
Grants Management Specialist

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of Mayor Muriel Bowser

DC Office of Neighborhood Safety and Engagement

August 29, 2025

Carroll Parks
Chief Executive Officer
Hillcrest Children & Family Center
915 Rhode Island Ave, NW
Washington, DC 20001

Dear Mr. Parks:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on July 30, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess Hillcrest Children & Family Center's compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to the Hillcrest Children & Family Center's administration of the grant are provided below:

Findings: No findings

Recommendations:

- It is recommended that the agency develop and implement a comprehensive Continuity of Operations Plan (COOP). The plan should outline procedures to the continuity of critical operations in the event of emergencies such as natural disasters, public emergencies, or other unforeseen disruptions. The plan should identify essential functions, key personnel, communication strategies, and backup system. Once developed, the plan should be reviewed and update regularly and relevant staff should receive training to ensure implementation. The Grantee must provide a copy of the plan within 30 days of receiving this letter.

- The grantee must adhere to the financial reporting deadline of the 20th of each month. Invoices for March, April, May, June, and July were submitted after the deadline. Moving forward, please ensure that all invoices are submitted on or before the 20th of each month and include all necessary supporting documentation.

- It is recommended that the grantee collect data to support the need for training, activities, and events. The grantee should also collect post-surveys and evaluations from participants to measure the effectiveness of the service.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with the grantee application
- Compliance and quality of performance measures
- Compliance with administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend Hillcrest Children & Family Center for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or need technical assistance, please email Darienne Feres-Merchant at darienne.feres-merchant@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Bridgette Sledge

Bridgette Sledge
Grants Management Officer

July 14, 2025

Judie Shepherd -Gore
Executive Director
InnerCity Collaborative Community Development Corporation
5219 Call Place SE
Washington, 20019

Dear Rev. Judie:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on June 17, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess ICCDC's compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to the ICCDC's administration of the grant are provided below:

Findings:

Recommendations:

- It is recommended that the agency develop and implement a comprehensive Continuity of Operations Plan (COOP). The plan should outline procedures to continuity of critical operations in the event of emergencies such as natural disasters, public emergencies, or other unforeseen disruptions. The plan should identify essential functions, key personnel, communication strategies, and backup system. Once developed, the plan should be reviewed and updated regularly and relevant staff should receive training to ensure implementation. The Grantee must provide a copy of the plan within 30 days of receiving this letter.
- It is recommended that the grantee collect data to support the need of training, activities, and events. The grantee should also collect post surveys and evaluations from participants to measure the effectiveness of service.
- It is recommended that the grantee seek approval from VI Program staff before spending funds against its approved budget earmarked for flex, participant engagement, and training. In May, funding was used to pay for hotel stay and the purchase of a phone for a family prior to approval.
- It is recommended to develop a policy and procedure to evaluate contractors on services rendered.

- It is recommended to have the financial audit completed before FY26.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with grantee application
- Compliance and quality of performance measures
- Compliance of administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend ICCDC for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or concerns or need technical assistance, please feel free to email me at Malik.Lang@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Malik Lang

Grants Manager

July 15, 2025

Keith Johnson
Executive Director
J&J Monitoring
609 H St NE, Suite 409
Washington, DC 20002

Dear Mr. Johnson:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on June 24, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess J&J Monitoring's compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to J&J Monitoring's administration of the grant are provided below:

Recommendations:

- The grantee has not implemented adequate time and effort procedures. It is recommended that the grantee create and implement time and effort procedures that clearly document the time of all staff. Failure to document proper time and effort reporting may result in non-compliance with grant requirements.
- While the grantee provided a copy of its policies and procedures, it is recommended that these policies are strengthened to ensure they align with grant requirements and best practices for internal controls. This issue was further noted in a monitoring visit conducted by the compliance unit on April 30, 2025.
- It is recommended that the grantee have a financial statement audit conducted by FY26 to ensure transparency, accountability and sound fiscal management.
- It is recommended that the grantee develop and implement a comprehensive Continuity of Operations Plan (COOP). The plan should outline procedures for continuity of critical operations in the event of emergencies such as natural disasters, public emergencies, or other unforeseen disruptions. The plan should identify essential functions, key personnel, communication strategies, and backup system. Once developed, the plan should be reviewed and updated regularly, and relevant staff should receive training to ensure implementation. The Grantee must provide a copy of the plan within 30 days of receiving this letter.

- It is recommended that the grantee collect data to support the need for training, activities, and events. The grantee should also collect post surveys and evaluations from participants to measure the effectiveness of service.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with grantee application
- Compliance and quality of performance measures
- Compliance of administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend J&J Monitoring for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or concerns or need technical assistance, please feel free to email me at darienne.feres-merchant@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Darienne A. Feres-Merchant
Grants Management Specialist

July 14, 2025

Eric Weaver
Executive Director
National Association for the Advancement of Returning Citizens
1920 Martin Luther King Je Ave SE
Washington, DC 20020

Dear Mr. Weaver:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on July 2, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess NAARC's compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to NAARC's administration of the grant are provided below:

Findings:

Recommendations:

- It is recommended that the agency develop and implement a comprehensive Continuity of Operations Plan (COOP). The plan should outline procedures to continuity of critical operations in the event of emergencies such as natural disasters, public emergencies, or other unforeseen disruptions. The plan should identify essential functions, key personnel, communication strategies, and backup system. Once developed, the plan should be reviewed and updated regularly and relevant staff should receive training to ensure implementation. The Grantee must provide a copy of the plan within 30 days of receiving this letter.
- It is recommended that the grantee collect data to support the need of training, activities, and events. The grantee should also collect post surveys and evaluations from participants to measure the effectiveness of service.
- It is recommended to develop a policy and procedure to evaluate contractors on services rendered.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with grantee application
- Compliance and quality of performance measures
- Compliance of administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend NAARC for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or concerns or need technical assistance, please feel free to email me at Malik.Lang@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Malik Lang

Grants Manager

July 17, 2025

Kimberly Falwell
Executive Director
Together We Rise Community Development Model(TWR)
4193 Minnesota Ave, NE
Washington, DC 20019

Dear Ms. Falwell:

I am writing to thank you and your staff for your participation in the monitoring site visit conducted on June 18, 2025. During the visit, the Office of Neighborhood Safety and Engagement (ONSE) staff reviewed the financial administration of the *Empowering Communities Through Innovative Violence Intervention* grant. The site visit was designed to assess TWR's compliance with applicable District and Federal requirements. Monitoring serves not only as a means of ensuring grantees achieve high-quality implementation of their grant program but also helps the ONSE to be a better grantor and partner.

Findings and recommendations pertaining to the TWR's administration of the grant are provided below:

Findings: No findings

Recommendations:

- It is recommended that the agency develop and implement a comprehensive Continuity of Operations Plan (COOP). The plan should outline procedures to continuity of critical operations in the event of emergencies such as natural disasters, public emergencies, or other unforeseen disruptions. The plan should identify essential functions, key personnel, communication strategies, and backup system. Once developed, the plan should be reviewed and updated regularly and relevant staff should receive training to ensure implementation. The Grantee must provide a copy of the plan within 30 days of receiving this letter.
- It is recommended that the grantee collect data to support the need of training, activities, and events. The grantee should also collect post surveys and evaluations from participants to measure the effectiveness of service.
- Grantee is recommended to obtain an independent financial audit to ensure compliance with grant specific requirements.
- Grantee should consider strengthening its financial stability to ensure sufficient cash flow for program operations. It is recommended that the organization explore obtaining a secondary line of credit. The additional financial resource will provide a contingency buffer for grant-funded activities.

- Review internal controls to prevent occurrences of insufficient fund fees. Please note that these fees are not allowable expenses. Please remove these charges before submitting for reimbursement.
- Please provide supporting documentation for all indirect costs within 30 days.

The recommendations are a summary of the monitoring indicators used to evaluate the grant activities and compliance with District and Federal requirements:

- Compliance with grantee application
- Compliance and quality of performance measures
- Compliance of administrative and fiscal responsibilities
- Reliability of Internal Controls

The ONSE would like to commend TWR for its efforts toward providing a quality program for the citizens of the District of Columbia. If you have any questions or concerns or need technical assistance, please feel free to email me at bridgette.sledge@dc.gov.

Thank you for your continued cooperation as the Office of Neighborhood Safety and Engagement makes every effort to ensure that all grantees are following our local/federal requirements.

Sincerely,

Bridgette Sledge

Grants Management Officer

Agreement for the Success of the Office of Neighborhood Safety and Engagement (ONSE)

Implementation Update

February 2026

Presentation by:
Kwelli Sneed, Executive Director
Office of Neighborhood Safety and Engagement

Overview Slide

AGREEMENT FOR SUCCESS

Program Requirements

- Model Adoption
- Training Requirements
- Community Engagement
- Data Collection and Reporting
- Service Coordination

Advisory Team

Overview of GVRS

Violence Intervention Area Analysis

Model Adoption

Group Based Violence Reduction Strategy (GVRS)

Public Health Approach to reducing gun violence:

- Shift norms around violence in the community and among shooters
- Provide on-the-spot alternatives to violence
- Highlight the perceived risks and cost of involvement in violence (Carrot and Stick)

High Risk Index

Examine risk factors and behavior patterns with the support of the CJCC.

- Convene a focus group this month to include VIs, CSOSA, and other federal partners.
- Identify those at highest risk for tailored interventions, enhanced monitoring, and coordinated tracking.
- Completed by early Spring.

Training Requirements

- **40 hour VI Readiness Bootcamp** for ONSE staff and Violence Intervention workers
  - Topics include: conflict de-escalation, mediation, professional code of conduct including document and data collection, cognitive behavior therapy
- **Tailored Trainings:** “What is VI?”, QA and Grant Monitoring, Social Media Tools & Techniques, and CVI Training (University of Chicago), Financial Management Bootcamp (for grantees)

Community Engagement

Youth Engagement: Summer Restorative Justice Activities, Support Safe Passage with back-to-school, VIs present at football games.

Mini Grants: Summer 2025 had over 2100 residents participate in programming with local organizations, many of them were younger members of our community.

Data Collection and Reporting

- QuickBase – Adopted as our System of Record.
- All ONSE program and participant data will be integrated by the end of this fiscal year.
- Standardized grant reporting tools and data review meetings with our grantees.
- Program evaluations and long-term conflict trends will be completed as we fully implement the model.

Service Coordination

Capacity Fair (April 24th)

Introduce case managers and VIs to organizations and agencies that provide wrap-around services, including therapy, legal services, housing assistance, and job training.

Advisory Team

Members **convened twice** this fiscal year to review the GVRS Model, learn about the Hot Spot Analysis, and discuss the status of the Agreement for Success.

Monitor **Cure the Streets** (CTS) Transition to ONSE on October 1, 2026.

Quarterly Progress Report was transmitted with updates on the January 1 Benchmarks including some of the information in this presentation.

Why GVRS?

Small % of population drives majority of violence

Cities using GVRS saw 30–60% reductions in shootings/homicides

Evidence-based approach improves community trust

Core Element 1: Focus on Right Places and People

Concentrate resources on:

- The neighborhoods where group-related shootings happen most often
- The small group of individuals currently driving the violence

Core Element 2: Street Outreach

Trusted community members (Violence Interrupters) who:

- Have access to individuals that law enforcement often cannot reach
- Mentor high-risk individuals
- Help resolve conflicts before they turn to shootings

Core Element 3: Services and Support

Help is available for those willing to change:

- Therapy and counseling
- Trauma support
- Other stabilizing resources

Core Element 4: Conflict Mediation and De-escalation

Violence Interrupters and Outreach Workers intervene quickly when tensions rise – whether due to social media disputes, beefs, or retaliation – to prevent shootings before they happen.

Core Element 5: Focused Deterrence

Targets high-risk groups responsible for most violence

Delivers clear consequences and real alternatives

City-wide Strategy with ONSE specific solutions/offerings

Evidence of Impact

- Boston: Youth homicide dropped 63%
- Baltimore: 30–33% drop in gun violence
- Other cities: 35–60% reductions in homicides

Violence Intervention Area Analysis

- 5 year analysis of calls for service (gun shots) and evidence of shots fired
- Top 10 “hot blocks” in each Ward with highest concentration and frequency in shootings
- Eliminates fixed neighborhood sites and replaces with Ward-Based Approach
- Determine where Violence Interrupters should spend their time to make the greatest impact on group-based violence

Foundation for Success

COLLABORATION

SUSTAINED LEADERSHIP

COMMUNITY TRUST

ONSE
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

THANK YOU

#WeAreONSE

202-807-0440

onse@dc.gov

@ONSEDC_

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, D.C.

5. Duty Station: Washington, D.C.

6. Certification No.

Explanation (show any positions replaced)

Standard Position Description

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

8. Collective Bargaining Unit (CBU) Code:

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

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

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

12. FLSA: [X] Exempt [ ] Nonexempt

13. Competitive Level Code

14. Job Code: Union 553099 Non Union 551886

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	Management Analyst	CS	0343	11	MC	10/21/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District Government Agency as assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature Zondie Pendarvis Date 10/25/19

20. Standards Used in Classifying/Grading Position

US OPM Standard: Position Classification Flysheet Management and Program Analysis Series, GS-0343, dated August 1990; and Administrative Analysis Grade Evaluation Guide, dated August 1990

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

22. Remarks *(optional)*

This is a standard position description for use in any agency in the District of Columbia Government.

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

MANAGEMENT ANALYST
CS-0343-11

INTRODUCTION

This position is a standardized position description designated for use in any District of Columbia Government department, office, or agency.

This position description depicts generalized duties and responsibilities required of a position with the primary responsibility for analyzing current and proposed management programs to evaluate, implement and advise regarding management objectives and practices.

MAJOR DUTIES

Works closely with the management and project teams to carry out moderately complex management studies dealing with work measurement, methods, and procedures, time standards, and/or benchmarking to identify root or systemic causes and problems, and propose solutions to improve efficiencies.

Conducts detailed analysis on operation functions, and process and prepares detailed recommendations on improving efficiencies and/or solutions or alternative methods of proceeding.

Conducts assessment, analyzes findings, and makes recommendations in reports and presentations based on best practices and organizational goals and objectives. Participates in organizing and documenting findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes.

May serve on process/business improvement groups and teams. Participate in briefings utilizing materials such as study findings, proposed operating procedures, reports, and speaking points.

Provides advice on data reporting needs to ensure that research foundation and methods effectively demonstrates business process and compliance performance.

Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for impact on programs or operations.

Maintains knowledge of important legislative, budgetary, Federal, State, and/or local developments impacting agency policy, programs, missions, and activities.

Advises supervisor on probable future needs of the agency, based on trends, operations and policies.

Promotes coordination among the various programs within the agency. Standardizes and/or improves operations, and assists in achieving agency goals.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of governing rules, regulations, policies and procedures. Knowledge of the specific organization's programs, mission and goals. Knowledge of pertinent laws, regulations, and policies related to program/operations profession in order to analyze program impact.

Knowledge of and ability to apply a wide range of principles, theories, and processes of management with a degree of resourcefulness, ingenuity, and inventiveness to a variety of studies, investigations, and assignments.

Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.

Skill in applying generally accepted analytical and evaluative methods of involved field. Skill in applying procedures and approaches. Ability to identify innovative methods to resolve significant issues and achieve agency goals and objectives.

Knowledge and ability to perform research related to professional standards, trends and best practices of profession. Ability to effectively communicate impact of decisions and make recommendations to management in order to achieve agency goals and objectives. Ability to measure effectiveness of policies, procedures and changes.

SUPERVISORY CONTROLS

The supervisor provides general supervision, setting the overall project objectives. The supervisor, in consultation with the incumbent, develops deadlines and project plans. The incumbent is responsible for independently performing assignments and keeping the supervisor apprised of potentially controversial issues. Completed work is reviewed for effectiveness in meeting organizational goals and overall feasibility.

GUIDELINES

Guidelines consist of standard rules, regulations, policies and procedures. Procedural guidelines may not always apply to specific project assignments; therefore, the incumbent must use judgment and initiative to carrying out assignments, as well as interpreting and adapting guidelines to specific situations.

COMPLEXITY

The work involves many different and unrelated work processes and methods including researching rules and regulations affecting the program, analyzing data gathered, and preparing reports and recommendations. Work requires ability analyze options and effectively communicate them to management in order to achieve agency goals and objectives. The incumbent may need to exercise independent judgment in order to achieve agency goals when situation requires.

MANAGEMENT ANALYST
CS-0343-11

SCOPE AND EFFECT

The work involves studies of administrative and managerial processes and procedures to assess productivity, effectiveness, and efficiency of program operations. The studies may involve one or several organizations and may affect the administrative methods of the organization, managerial processes, or the operating unit within the organization. The incumbent analyzes results and makes recommendations regarding studies of work processes and procedures and may assist in implementation.

PERSONAL CONTACTS

Contacts are with employees, supervisors, and managers throughout the organization. Some contacts are with consultants, contractors or managers at the agency level.

PURPOSE OF CONTACTS

Contacts are for the purpose of gathering information to facilitate studies being conducted or exchanging information and discussing issues and options available. There may be some degree of controversy involved in the process of influencing others to accept ideas.

PHYSICAL DEMANDS

The work is primarily sedentary, requiring no special physical demands.

WORK ENVIRONMENT

The work is performed in a typical office setting.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☒ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☐ Security ☑ Protection ☐ None

Explanation (show any positions replaced): ILO Outreach Services Program Specialist, CS-0301-11; dated 12/1/2017

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code:

14. Job Code: 555785

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	Outreach Services Program Specialist	CS	0301	11	SW	8/24/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Outreach Services Program Specialist	CS	0301	11		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis — Marcus Ellis (Aug 19, 2021 10:39 EDT)

Date: Aug 19, 2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US Date: 2021.08.24 13:49:28 -04'00'

Date: 8/24/2021

20. Standards Used in Classifying/Grading Position: US OPM Standards: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34, January 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*: No Known Promotion Potential

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

OUTREACH SERVICES PROGRAM SPECIALIST
CS-0301-11

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Deputy Mayor for Public Safety and Justice. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence.

The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

MAJOR DUTIES

Coordinates the response of multiple District agencies to support victims of violent crime and their families and works towards the prevention of retaliatory violence. Advocates on behalf of victims at all levels of government and the community and petitions Federal partners to provide supports when need.

Provides case management services to high-risk youth and adults including individuals who are gang-involved and on probation or parole. Principally, provides ongoing support, information, and assistance with service linkage to victims of violent crime and their families through the Community Stabilization Protocol (CSP).

Leads mediations and conflict resolution when it has been determined that there is a risk of additional violence.

Holds a case load and provides intensive outreach to clients and families that are victims of violent crime and connects them to services as needed. Properly documents all contact with the family, which may sometimes contain sensitive and confidential case information. Establishes positive working relationships with victim service providers and justice stakeholders.

Performs the task of assisting victims and families of victims of violent crimes with creating safety and stability plans that are consistent with the administration policy goals and priorities and assisting families with follow up on service referrals.

In partnership with District Agencies and Community Stabilization Team members, leads the development of an action plan regarding the initial and on-going contact with the family of the victim; and the development of a relationship with the family, and any referrals made to service providers.

Coordinates services among District agencies to ensure timely responses to neighborhood concerns. Informs other District and Federal government agencies of cases requiring their involvement and directs the multi-agency initiatives.

OUTREACH SERVICES PROGRAM SPECIALIST
CS-0301-11

Provides support to Metropolitan Police Department (MPD) Victim Services Branch and MPD Major Case Investigators in response to multiple deaths and mass fatalities.

Participates with senior staff in the planning, development, and implementation of policies, goals, objectives, and priorities of the CSP.

Prepares correspondence and reports pertaining to victim services and data used to track progress with families.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of core principles of victims' rights and the dynamics of violent victimization in terms of victims' needs and concerns. Knowledge of victim services issues to include provision of direct services, resources, program development, and critical issues to victims of violent crimes.

Knowledge of neighborhood organizations, civic groups, tenant associations, Advisory Neighborhood Commissioners, faith-based organizations, schools, and District of Columbia (DC) community at large to establish links to develop and maintain a comprehensive service program.

Demonstrated experience working collaboratively with both systems-based and community-based victim service providers.

Knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of community outreach operations.

Ability to communicate and negotiate effectively with diverse political and cultural entities in order to achieve goals. Ability to communicate orally, in writing, and through automated tools to prepare and present reports, and to make recommendations and overviews based on final analysis.

Demonstrated knowledge of federal and local confidentiality requirements and mandated reporting laws.

Knowledge, skill, and ability to operate and/or learn to operate complicated technology and database systems, to include inter-agency data sharing. General understanding of the criminal justice system.

SUPERVISORY CONTROLS

The supervisor assigns areas of responsibility and is available for policy guidance. The incumbent is responsible for planning and carrying out the assignments, 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. The incumbent determines the approach to be taken and the methodology to be used, but keeps the supervisor informed or progress and potentially controversial matters. Work is usually evaluated for adherence to policies, procedures, goals, and objectives of the program, in addition to sound judgment in decision making.

GUIDELINES

Guidelines include the District and Federal government laws and regulations, treatment and best practices and promising practices of victim services, as defined by empirical research, and directives or guidelines established by the Director. Additionally, all applicable Federal Office of Management and Budget circulars establishing guidelines for finance and compliance. The incumbent uses judgment, initiative and resourcefulness in deviating from traditional methods or researching trends and pattern to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work includes various requirements involving sometimes different and unrelated processes and methods. Decisions regarding what needs to be done and how to accomplish them are based on the incumbent's knowledge of the duties, priorities, commitments, policies, and program goals of the supervisor, and involves analysis of the subject and issue. The chosen courses of action are selected from many alternatives and require a high degree of judgment by the incumbent. Activities require analysis of subject matter or issues involved in constituent situation/concern.

SCOPE AND EFFECT

The purpose of the work is to support the ONSE in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with D.C. Government agencies and community-based organizations. The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the D.C.

PERSONAL CONTACTS

Contacts are made with all District Government agencies and community-based organizations, as well as other selected private and non-profit agencies under awarded sub grants specific to victims and victim services amongst the citizenry of the D.C.

PURPOSE OF CONTACTS

The purpose of the contacts is to establish and maintain working relationships to accomplish specific project goals and outcomes; to provide advice and assistance relating to projects and services; and to secure data, exchange information, plan, facilitate, and coordinate the federal grants and distribution of their funds.

PHYSICAL DEMANDS

The work is primarily sedentary. It occasionally requires carrying light objects such as files, books, and papers. Long hours of intense work are occasionally required to provide support to families after incidents take place. Incumbent is subject to shift work, weekend work and on call status.

WORK ENVIRONMENT

The work is performed in an office setting, and in the homes of family members of victims at the scenes of violent crimes, hospitals, and community service locations. Incumbent is required

to travel around the D.C. area, to D.C. courts, and other district agencies, homes of family members, meetings, and trainings.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of D.C. regulations, Suitability – Protection Sensitive.

Incumbent is required to possess and maintain a valid motor vehicle operator's permit.

COVID-19 Vaccination: All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.

Explanation (show any positions replaced): ILO Outreach Specialist (Roving Leader) CS-0301-09; dtd., 12/6/2018. Title changed due to program cancellation.

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

8. Collective Bargaining Unit (CBU) Code: XAA

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

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

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

12. FLSA: [X] Exempt [ ] Nonexempt

13. Competitive Level Code

14. Job Code: 556534

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	Outreach Specialist	CS	0301	09	[signature]	2/12/2020
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Outreach Specialist	CS	0301	09		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement (ONSE)

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature [signature] Date 2-11-20

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature [signature] Date 2/12/2020

20. Standards Used in Classifying/Grading Position: US OPM Standards:

Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990.

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

22. Remarks *(optional)*

Promotion Potential to CS-11. NOTE: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability - Protection Sensitive.

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

OUTREACH SPECIALIST
CS-0301-09

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

DUTIES & RESPONSIBILITIES

Plans and coordinates outreach services for individuals most at risk of being involved in violence. Recommends health-based approaches with multiple services as an alternative method to decrease criminal justice involvement and improve outcomes such as employment, education, job opportunities, health, and housing stability.

Maintains caseloads, develop plans of action, recommends and connects clients and families to outreach programs services. Documents all contacts and submitting reports when necessary. Takes appropriate actions to protect sensitive and confidential case information according to agency protocol and guidelines.

Works to reduce violence by maintaining a strong presence in communities with high levels of violence. Meets and collaborates with residents, government agencies, and community-based organizations to reduce violence by building relationships with individuals and families most at risk of being directly affected by violence.

Engages in partnership with ONSE's Community Stabilization Protocol conducting emergency critical response planning to all homicides and any shootings suspected of being gang/crew related. Facilitates cross-agency critical response teams to immediately connect families to government programs and services.

Serves as a member of ONSE's community outreach team providing community presence. Working to connect individuals and their families to services, and foster community-oriented public safety by supporting community-building activities in neighborhoods most at risk of violence.

OUTREACH SPECIALIST
CS-0301-09

Develops plans of action to motivate a focused group of youth and adults toward activities that can serve as alternative methods in helping to foster positive self-images, self-respect and self-esteem. Organizes and implements activities between the youth outreach staff and other Office of Neighborhood Safety and Engagement (ONSE) staff as well as other government agencies, community organizations and youth programs that may also provide activities, training and education for youth and adults.

Provides assistance in program evaluations by taking part in making recommendations and justifications to the administrative staff. Conducts home visits, school visits and other monitoring visitations to determine the interest and needs of community and individuals severed.

Implements instructive work plans of self-esteem groups on the elementary, middle, high school and adult levels, which fosters wrap around development of youth and adults' social, mental and physical development.

Provides support in the city-wide crime initiatives. Works alongside ONSE contractors to support community events and planned retreats.

Provides technical guidance and leadership to the various outreach activities from the standpoint of participants as required.

Continuously evaluates the effectiveness of ongoing outreach activities from the standpoint of participants, and program objectives. Adapts and varies program activities in the light of findings.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of neighborhood organizations, civic groups, tenant associations, Advisory Neighborhood Commissioners, faith-based organizations, schools, and Washington, DC community at large to establish links to develop and maintain a comprehensive service program.

Demonstrated experience working collaboratively with both systems-based and community-based service providers. Relevant knowledge of city population, trends of target areas, and available resources for individuals most at risk for bin involved in crimes.

Knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of community outreach operations.

Strong ability to communicate and negotiate effectively with diverse political and cultural entities in order to achieve goals. Ability to communicate orally, in writing, and through automated tools to prepare and present reports, and to make recommendations and overviews based on final analysis.

Demonstrated knowledge of federal and local confidentiality requirements and mandated reporting laws.

SUPERVISORY CONTROLS

Works under the supervision of the Supervisory Outreach Program Manager. The supervisor does not make specific assignments, but defines broad objective, sets certain priorities, and is available to assist with unusual situations which do not have clear precedents.

The employee plans and carries out various phases and handles problems and deviations in accordance with standing instruction and official polices and/or the accepted practices in this specialty area of outreach.

Program activities and operations are periodically spot-checked for quality level, for program responsiveness to participants' interests and needs, and for achievement of program objectives. The methods used in achieving program results are not reviewed in detail but may have an occasional on-site review.

GUIDELINES

Guidelines of the position include policies and procedures of the Office of Neighborhood Safety and Engagement (ONSE) as applied to the specialized nature of outreach work and guidelines established in the procedures, controls and objectives of ONSE.

The size and diversity of the Outreach program are such that the employee must use judgment in interpreting and adapting program polices, regulations and procedures to insure the timely and appropriate implementation of recreation plans, the sales factory progress of recreation activities, and the resolution of problems not covered by guidelines.

COMPLEXITY

The work includes various requirements involving different and unrelated processes and methods. Decisions regarding what needs to be done and how to accomplish them are based on the incumbent's knowledge of the duties, priorities, commitments, policies and program goals of the supervisor, and involves analysis of the subject and issue. The chosen courses of action are selected from many alternatives and require a high degree of judgment by the incumbent. Activities require analysis of subject matter or issues involved in constituent situation/concern.

The problems involved in the nature of the Outreach Program ae such that the work requires continuous alertness to the conditions and elements impacting upon social difficulties and attitudes of participants involved. Employees must be able to understand and deal with participants problems.

SCOPE AND EFFECT

The purpose of the work is to support Office of Neighborhood Safety and Engagement (ONSE)

in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations. The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia.

PERSONAL CONTACT

Incumbent has frequent contact with individuals most at risk at being involved in violence, their family members, ONSE contractors and staff throughout agency, the Police Department, social service representatives, civic groups, the general public, schools, organizations and neighborhood groups.

PHYSICAL DEMANDS

The work occasionally requires carrying light objects such as files, books, and papers, some stooping, bending, long periods of standing, lifting of moderately heavy items as required. Long hours of intense work are occasionally required to provide support to families after incidents take place. Employee exercises some physical exertion when overseeing Outreach programs/activities.

WORK ENVIRONMENT

The work is performed in an office setting, and in the community that at times includes in the homes of family members of victims at the scenes of violent crimes, hospitals, and community service locations.

Outreach areas can be hazardous environment. Incumbent on many occasions may perform duties in hot or highly violent areas of the city. Also, the incumbent may work in inclement weather and in hostile situations.

OTHER SIGNIFICANT FACTS

The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability - Protection Sensitive.

The incumbent is required to possess a valid driver's license.

Hours of work will vary as required by the needs of the program to include split days off and fluctuating tour of duty, to include evenings, weekends, and/or holidays.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☐ Security ☑ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 556990

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	Outreach Services Program Specialist	CS	0301	12	SW	12/30/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Outreach Services Program Specialist	CS	0301	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Del McFadden

Signature: Dellt McFadden — Date: 12/29/2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature — Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US Date: 2021.12.30 12:44:15 -05'00' — Date: 12/30/2021

20. Standards Used in Classifying/Grading Position: US OPM Standards: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; Administrative Analysis Grade Evaluation Guide; TS-98 August 1990

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

22. Remarks *(optional)*: No Known Promotion Potential

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

Outreach Services Program Specialist
CS-0301-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Deputy for Public Safety and Justice. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C) with a focus on utilizing public health approaches to respond to and prevent violence.

ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

The Outreach Services Program Specialist coordinates with multiple District agencies to support victims of violent crime and their families and works towards the prevention of retaliatory violence. The incumbent advocates on behalf of victims at all levels of government and the community, and petitions Federal partners to provide support when needed. The position provides case management services to high-risk youth and adults including individuals who are gang-involved and on probation or parole. The principal role of the incumbent is to provide on going support, information, and assistance with service linkage to victims of violent crimes and their families through the Community Stabilization Protocol (CSP). In addition, the incumbent is responsible for leading mediations and conflict resolution when it has been determined that there is a risk of additional violence.

MAJOR DUTIES

Coordinates the response of multiple District agencies to support victims of violent crime and their families and works towards the prevention of retaliatory violence. Advocates on behalf of victims at all levels of government and the community and petitions Federal partners to provide supports when need.

Provides case management services to high-risk youth and adults including individuals who are gang-involved and on probation or parole. Principally, provides ongoing support, information, and assistance with service linkage to victims of violent crime and their families through the Community Stabilization Protocol (CSP).

Leads mediations and conflict resolution when it has been determined that there is a risk of additional violence.

Handles and maintains a sizeable case load and provides intensive outreach to clients and families that are victims of violent crime and connects them to services as needed. Documents all contact with the family, which may sometimes contain sensitive and confidential case information. Establishes positive working relationships with victim service providers and justice stakeholders.

Outreach Services Program Specialist
CS-0301-12

Provides assistance to victims of violent crimes and their families while creating safety and stability plans that are consistent with the administration policy goals and priorities and assisting families with follow up on service referrals.

Leads the development of an action plan regarding the initial and on-going contact with the families of the victim, along with the partnership of District Agencies and Community Stabilization Team members; and develop relationships with the families, and any referrals made to service providers.

Coordinates services among District agencies to ensure timely responses to neighborhood concerns. Informs other District and Federal government agencies of cases requiring their involvement and directs the multi-agency initiatives.

Provides support to Metropolitan Police Department (MPD) Victim Services Branch and MPD Major Case Investigators in response to multiple deaths and mass fatalities.

Coordinates the planning, development, and implementation of policies, goals, objectives, and priorities of the CSP with senior staff.

Develops correspondence and reports pertaining to victim services and data used to track progress with families.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of core principles of victims' rights and the dynamics of violent victimization in terms of victims' needs and concerns. Knowledge of victim services issues to include provision of direct services, resources, program development, and critical issues to victims of violent crimes.

Thorough knowledge of neighborhood organizations, civic groups, tenant associations, Advisory Neighborhood Commissioners, faith-based organizations, schools, and District of Columbia (DC) community at large to establish links to develop and maintain a comprehensive service program.

Demonstrated ability and experience to work collaboratively with both systems-based and community- based victim service providers.

Knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of community outreach operations.

Excellent communication skills, both orally, in writing, and through automated tools to prepare and present reports, and to make recommendations and overviews based on final analysis. Ability to communicate and negotiate effectively with diverse political and cultural entities in order to achieve goals.

Knowledge of federal and local confidentiality requirements and mandated reporting laws.

Knowledge, skill, and ability to operate and/or learn to operate complicated technology and database systems, to include inter-agency data sharing. General understanding of the criminal justice system.

SUPERVISORY CONTROLS

The supervisor sets the overall objectives and resources available. The incumbent and supervisor in consultation, develops deadlines, projects, and work to be done. The incumbent having developed expertise in the line of work, is responsible for planning and carrying out the assignments, 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. The incumbent determines the approach to be taken and the methodology to be used, but keeps the supervisor informed or 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.

GUIDELINES

Guidelines consist of administrative policies and precedents that are applicable but are stated in general terms. Administrative guidelines include the District and Federal government laws and regulations, treatment and best practices and promising practices of victim services, as defined by empirical research, and directives or guidelines established by the Director. Additionally, all applicable Federal (OMB) circulars establishing guidelines for finance and compliance. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work includes varied duties that require many different and unrelated processes and methods that are applied to a broad range of activities. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from elements of continuous change in programs. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

The work involves establishing criteria, formulating projects and assessing program effectiveness that will assist ONSE in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of D.C. The work product or service affects a wide range of agency activities or concerns, the operation of other agencies, and the delivery of grant funds to the targeted citizenry of the D.C.

PERSONAL CONTACTS

Contacts are made with all District Government agencies and community-based organizations, as well as other selected private and non-profit agencies under awarded sub grants specific to victims and victim services amongst the citizenry of the D.C.

PURPOSE OF CONTACTS

The purpose of the contacts is to establish and maintain working relationships to accomplish specific project goals and outcomes; to provide advice and assistance relating to projects and services; and to secure data, exchange information, plan, facilitate, and coordinate the federal grants and distribution of their funds.

PHYSICAL DEMANDS

The work is primarily sedentary. It occasionally requires carrying light objects such as files, books, and papers. Long hours of intense work are occasionally required to provide support to families after incidents take place.

WORK ENVIRONMENT

The work is performed in an office setting, and in the homes of family members of victims at the scenes of violent crimes, hospitals, and community service locations. Incumbent is required to travel around the D.C. area, to D.C. courts, and other district agencies, homes of family members, meetings, and trainings.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of D.C. regulations, Suitability – Protection Sensitive.

Incumbent is subject to shift work, weekend work and on call status.

Incumbent is required to possess and maintain a valid motor vehicle operator's permit.

COVID-19 Vaccination: All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.

Explanation (show any positions replaced): ILO Outreach Specialist (Roving Leader) CS-0301-11; dtd., 12/6/2018. Title changed due to program cancellation.

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

8. Collective Bargaining Unit (CBU) Code: XAA

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

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

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

12. FLSA: [X] Exempt [ ] Nonexempt

13. Competitive Level Code

14. Job Code: 556695

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	Outreach Specialist	CS	0301	11	SW	2/12/2020
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Outreach Specialist	CS	0301	11		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement (ONSE)

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: [signature] Date: 2-11-20

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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, consistenly with the most applicable official standards."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: [signature] Date: 2/12/2020

20. Standards Used in Classifying/Grading Position: US OPM Standards:

Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990.

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

22. Remarks *(optional)*

No Promotion Potential. NOTE: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability - Protection Sensitive.

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

OUTREACH SPECIALIST
CS-0301-11

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

DUTIES & RESPONSIBILITIES

Works directly with individuals most at risk of being involved in violence. Plans and coordinates programs through health-based approaches, which focuses on multiple services as an alternative method to decrease the likelihood of individuals' criminal justice involvement and improve outcomes such as employment, education, job opportunities, health, and housing stability.

Maintains caseloads, develop plans of action and provides intensive outreach to clients and families connecting them to outreach programs services. Documents all contacts and submitting reports when necessary. Takes appropriate actions to protect sensitive and confidential case information according to agency protocol and guidelines.

Works to reduce violence by maintaining a strong presence in communities with high levels of violence. Partners with residents, government agencies, and community-based organizations to reduce violence by building relationships with individuals and families most at risk of being directly affected by violence.

Works in partnership with ONSE's Community Stabilization Protocol conducting emergency critical response planning to all homicides and any shootings suspected of being gang/crew related. Facilitates cross-agency critical response teams to immediately connect families to government programs and services.

Collaborates with other members of ONSE's community outreach team to provide a community presence. Working to connect individuals and their families to services, and foster community-oriented public safety by supporting community-building activities in neighborhoods most at risk of violence.

Develops plans of action to motivate a focused group of youth and adults toward activities that can serve as alternative methods in helping to foster positive self-images, self-respect and self-esteem. Organizes and implements activities between the youth outreach staff and other Office of

Neighborhood Safety and Engagement (ONSE) staff as well as other government agencies, community organizations and youth programs that may also provide activities, training and education for youth and adults.

Provides assistance in program evaluations by taking part in making recommendations and justifications to the administrative staff. Conducts home visits, school visits and other monitoring visitations to determine the interest and needs of community and individuals severed.

Implements instructive work plans of self-esteem groups on the elementary, middle, high school and adult levels, which fosters wrap around development of youth and adults' social, mental and physical development.

Exemplifies comprehensive skills and techniques for attracting and motivating at risk individuals and their families to participate in services and outreach programs.

Provides support in the city-wide crime initiatives. Works alongside ONSE contractors to support community events and planned retreats.

Provides technical guidance and leadership to the various outreach activities from the stand point of participants as required.

Continuously evaluates the effectiveness of ongoing outreach activities from the stand point of participants, and program objectives. Adapts and varies program activities in the light of findings.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of the principles, concepts and techniques of outreach such as would be gained through extensive experience in planning and conducting outreach programs.

Thorough knowledge of neighborhood organizations, civic groups, tenant associations, Advisory Neighborhood Commissioners, faith-based organizations, schools, and Washington, DC community at large to establish links to develop and maintain a comprehensive service program.

Demonstrated experience working collaboratively with both systems-based and community-based service providers. Thorough knowledge of city population, trends of target areas, and available resources for individuals most at risk for bin involved in crimes.

Knowledge of and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of community outreach operations.

Strong ability to communicate and negotiate effectively with diverse political and cultural entities in order to achieve goals. Ability to communicate orally, in writing, and through automated tools to prepare and present reports, and to make recommendations and overviews based on final analysis.

Skills in the application and utilization of such knowledge in planning and carrying out an outreach program in a specific area which meets the needs of the participating community which reflects exceptional abilities in the area of program planning.

Ability to intervene in crisis, defuse conflicts and reengages at risk individuals in positive alternatives.

Demonstrated knowledge of federal and local confidentiality requirements and mandated reporting laws.

SUPERVISORY CONTROLS

Works under the supervision of the Supervisory Outreach Program Manager. The supervisor does not make specific assignments, but defines broad objective, sets certain priorities, and is available to assist with unusual situations which do not have clear precedents.

The employee plans and carries out various phases and handles problems and deviations in accordance with standing instruction and official polices and/or the accepted practices in this specialty area of outreach.

Program activities and operations are periodically spot-checked for quality level, for program responsiveness to participants' interests and needs, and for achievement of program objectives. The methods used in achieving program results are not reviewed in detail, but may have an occasional on-site review.

GUIDELINES

Guidelines of the position include policies and procedures of the Office of Neighborhood Safety and Engagement (ONSE) as applied to the specialized nature of outreach work and guidelines established in the procedures, controls and objectives of ONSE. The size and diversity of the Outreach program are such that the employee must use judgment in interpreting and adapting program polices, regulations and procedures to insure the timely and appropriate implementation of recreation plans, the sales factory progress of recreation activities, and the resolution of problems not covered by guidelines. The employee recommendations changes which will correct such problems and promote the effective achievement of program objectives.

COMPLEXITY

The work includes various requirements involving different and unrelated processes and methods. Decisions regarding what needs to be done and how to accomplish them are based on the incumbent's knowledge of the duties, priorities, commitments, policies and program goals of the supervisor, and involves analysis of the subject and issue. The chosen courses of action are selected from many alternatives and require a high degree of judgment by the incumbent. Activities require analysis of subject matter or issues involved in constituent situation/concern.

The problems involved in the nature of the Outreach Program ae such that the work requires continuous alertness to the conditions and elements impacting upon social difficulties and attitudes of participants involved. Employees must be able to understand and deal with participants problems.

OUTREACH SPECIALIST
CS-0301-11

SCOPE AND EFFECT

The purpose of the work is to support Office of Neighborhood Safety and Engagement (ONSE) in advancing the District's policy goals and priorities and contributing to the improvement of the quality of life for residents of our nation's capital by working with DC Government agencies and community-based organizations. The work impacts the operation of the office and the delivery of grant funds to the targeted citizenry of the District of Columbia.

PERSONAL CONTACT

Incumbent has frequent contact with individuals most at risk at being involved in violence, their family members, ONSE contractors and staff throughout agency, the Police Department, social service representatives, civic groups, the general public, schools, organizations and neighborhood groups.

PHYSICAL DEMANDS

The work occasionally requires carrying light objects such as files, books, and papers, some stooping, bending, long periods of standing, lifting of moderately heavy items as required. Long hours of intense work are occasionally required to provide support to families after incidents take place. Employee exercises some physical exertion when overseeing Outreach programs/activities.

WORK ENVIRONMENT

The work is performed in an office setting, and in the community that at times includes in the homes of family members of victims at the scenes of violent crimes, hospitals, and community service locations.

Outreach areas can be hazardous environment. Incumbent on many occasions may perform duties in hot or highly violent areas of the city. Also, the incumbent may work in inclement weather and in hostile situations.

OTHER SIGNIFICANT FACTS

The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability - Protection Sensitive.

The incumbent is required to possess a valid driver's license.

Hours of work will vary as required by the needs of the program to include split days off and fluctuating tour of duty, to include evenings, weekends, and/or holidays.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington. DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XXA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551854

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	Paralegal Specialist	CS	0950	12	RM	10/9/24
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Paralegal Specialist	CS	0950	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

c. Third Subdivision

a. First Subdivision: Office of the Director

d. Fourth Subdivision

b. Second Subdivision: General Counsel

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: John Cheek, General Counsel

Signature: John Cheek Date: 10/3/24

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Rosemary Montano, Human Resources Specialist (Classification)

Signature: Rosemary Montano Digitally signed by Rosemary Montano DN: cn=Rosemary Montano, o=DC Human Resources, ou=Classification, email=rosemary.montano@dc.gov, c=US Date: 2024.10.09 10:31:31 -04'00' Date: 10/9/24

20. Standards Used in Classifying/Grading Position

US OPM Standard:

Position Classification Standard for Paralegal Specialist Series, GS-0950

TS-76 August 1986

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

22. Remarks *(optional)*

No Known Promotion Potential.

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

PARALEGAL SPECIALIST
CS-0950-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the General Counsel. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (DC) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The incumbent in this role is responsible for providing legal support services that facilitate the work of the legal staff of the ONSE. The incumbent is also responsible for conducting extensive and thorough legal research into and analyses of legislative history and precedent cases, decisions, and opinions that are applicable to legal matters.

MAJOR DUTIES

Drafts documents related to the discipline of employees, to include but not limited to Notices of Proposed and Final Corrective or Adverse Actions, disciplinary rationale worksheet and Office of Employee Appeals (OEA) pleadings.

Provides legal assistance to the ONSE human resources division regarding the District Personnel Manual (DPM), including Paid Family Leave (PFL), Family and Medical Leave Act (FMLA), and grievances.

Performs extensive legal research, this includes search of District, state, and federal statutes, regulations, legislative history, case law, and other legal authorities on points of law applicable to legal issues. Reviews, analyzes, and organizes facts and evidence; analysis of legal issues; application of law; fact-finding; and rendition of clear, effective, and precise written presentations.

Provides assistance to the General Counsel in conducting investigations, responding to document requests from law enforcement. Takes, part in working groups or task forces as directed by the agency's Director.

Assists the General Counsel with conducting the agency's Board of Ethics and Government Accountability (BEGA) Financial Disclosure Statement Program; responds to general ethics inquiries from ONSE staff.

Establishes and maintains an effective system of monitoring and tracking assignments to ensure compliance with all relevant deadlines. Assists the General Counsel and staff with organizing their case files and calendar.

Reviews contents of reports and procedural or policy papers to identify potential problems, and to assure consistency with agency policy. Identifies, defines, and

analyzes operational problems and poses options and alternatives to existing procedures.

Participates, as needed, in meetings and conferences pertaining to the disposition of agency and legal matters. Prepares responses to requests for information and assistance, within parameters set by the General Counsel.

Keeps abreast of pertinent legal developments, including recent decisions issued by authorities such as the D.C. Court of Appeals, D.C. Superior Court, and the U.S. Supreme Court and responds to Freedom of Information Act (FOIA) requests in a timely manner
.
Assists with drafting grant requests for applications, as well as grant agreements, and internal agency policies and procedures.

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 the body of law, precedents, and practices. Thorough knowledge of legal terminology.

Comprehensive knowledge of legal reference materials and extensive skill in research methods required to locate precedent-setting decisions and legislative hearings that have a bearing on a particular legal issue. Knowledge of legal procedures and the judicial system is also required.

Comprehensive knowledge of Freedom of Information Act (FOIA) legal provisions and regulations and the District Personnel Manual (DPM) and the District's ethics code of conduct rules.

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; and the ability to speak in a concise, logical, and effective manner.

Knowledge of and proficiency in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, database management and case tracking, Westlaw, etc., and the ability to learn new technology associated with work tasks, such as artificial intelligence.

PARALEGAL SPECIALIST
CS-0950-12

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the General Counsel who makes assignments and defines the over-all work objectives and priorities. The incumbent independently plans, organizes, and carries out assignments, selects appropriate methods and procedures to accomplish the work. Work is reviewed for accuracy, depth of research, compliance with policies and procedures, timeliness, and soundness of decisions or conclusions reached.

GUIDELINES

Guidelines includes the D.C. Administrative Procedure Act, the D.C. Government Comprehensive Merit Personnel Act of 1978 and accompanying regulations, rules of the Court, basic legislation, evidentiary rules, and the agency's established policies and procedures.

Guides must be carefully analyzed for general application, requiring the 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 research areas such as relevant case law, regulations, and legislative history prior to drafting memoranda, reports, orders or 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 work provides legal support services to the assigned office. Successful accomplishment of assignments by the incumbent facilitates the work of the General Counsel 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 office’s goals and objectives.

PERSONAL CONTACTS

Contacts are with executive leaders, managers and staff throughout the agency, other District and Federal Government agencies and offices, various organizations, business and legal community, and the public.

PURPOSE OF CONTACTS

The purpose of the contacts is to provide critical information to define, analyze, and resolve different interpretations of issues to assemble data and verify information.

PHYSICAL DEMANDS

The work is primarily sedentary, with intermittent periods of walking, bending, standing, and carrying light objects such as files, books, and reports.

WORK ENVIRONMENT

The majority of the work is performed in an office setting that is adequately heated, lighted, and ventilated.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations Suitability. – Security Sensitive.

This position has been designated as **Security- Sensitive** due to the position's duties and responsibilities.

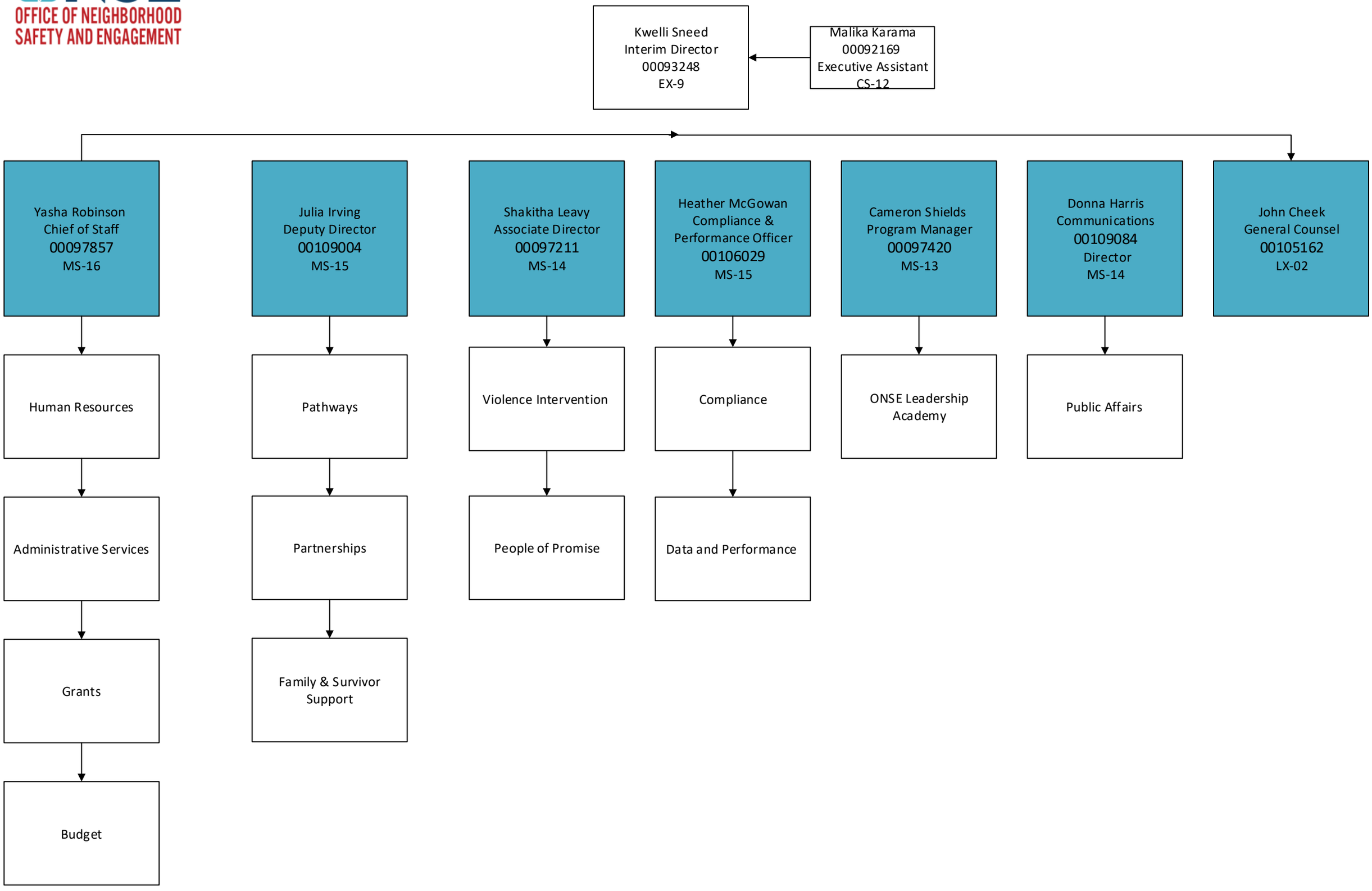
Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

This position serves as a Paralegal Specialist designated as security sensitive because the role of this position requires confidentially based on private information that is relative to legal litigation and decisions, personal data that affects the staff of the agency and other D.C. agencies and citizens. This information includes data such as attorney, client and witness names, and addresses; and the identity of specific locations where criminal acts were committed.

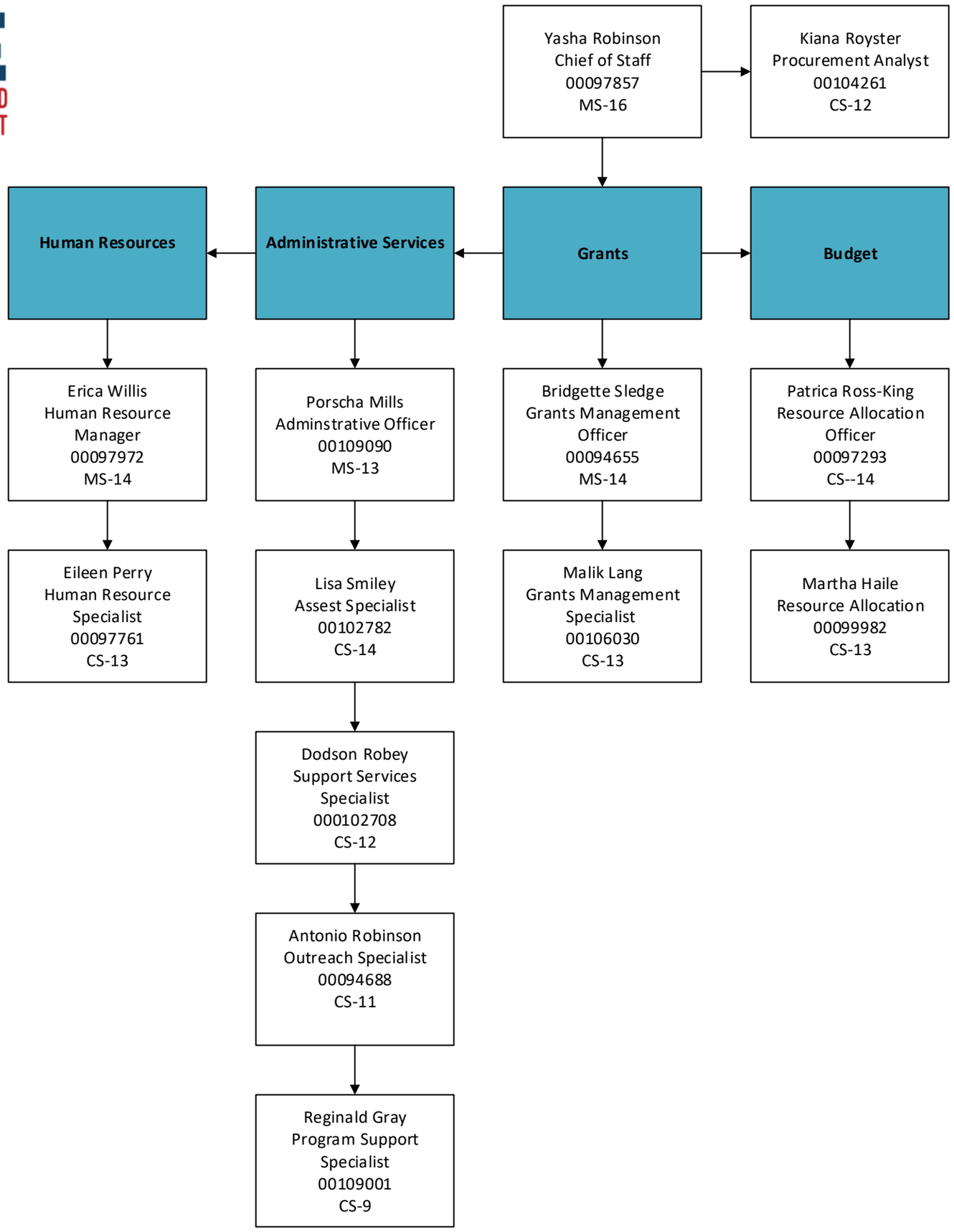
DRUG-FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



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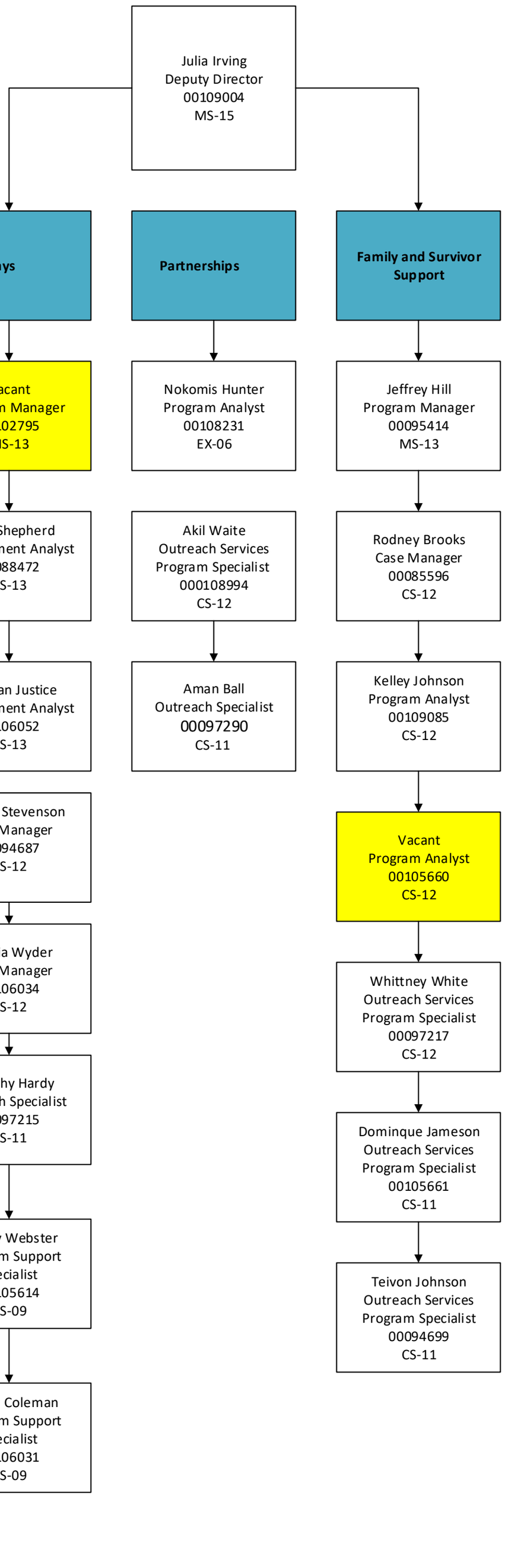

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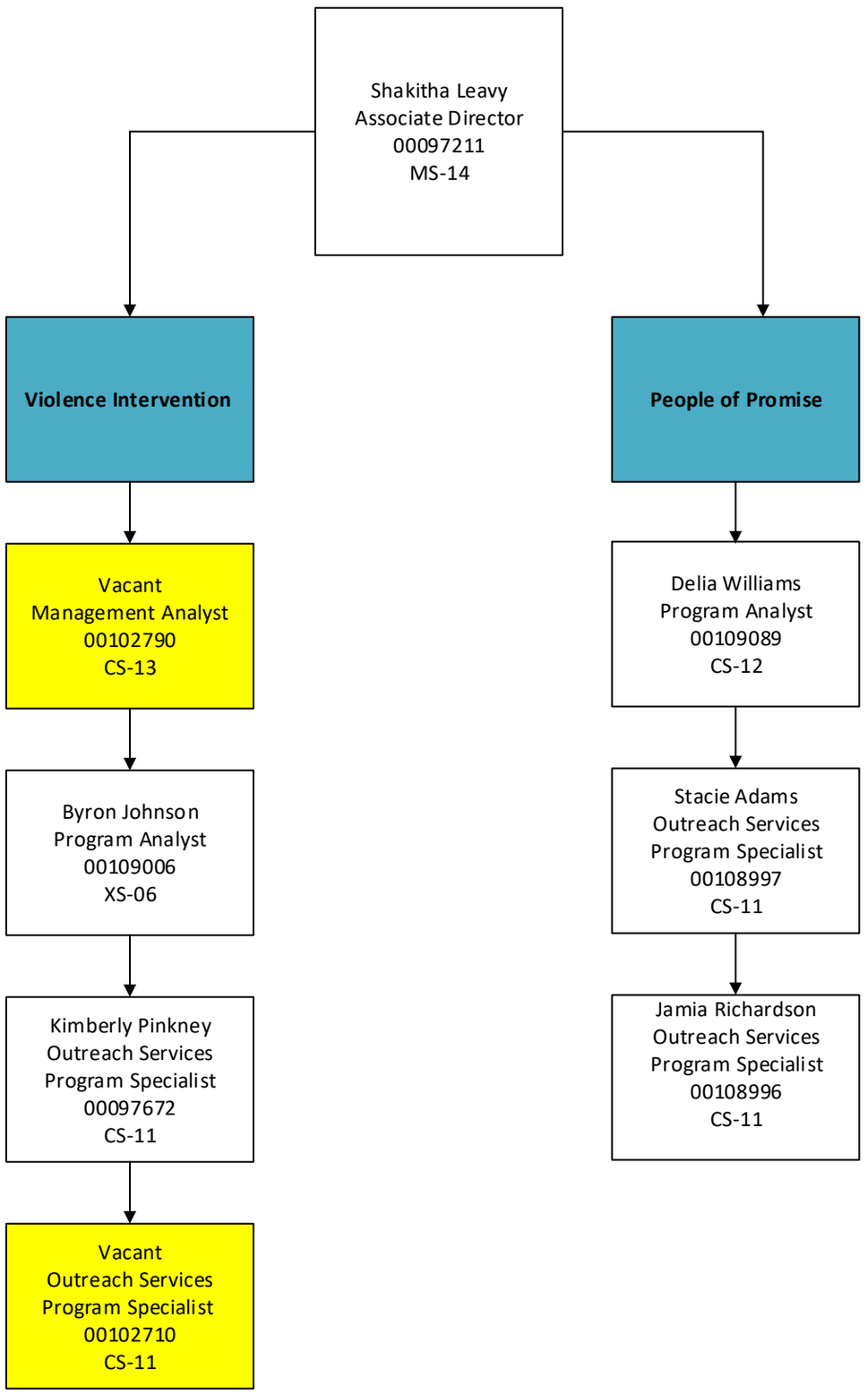

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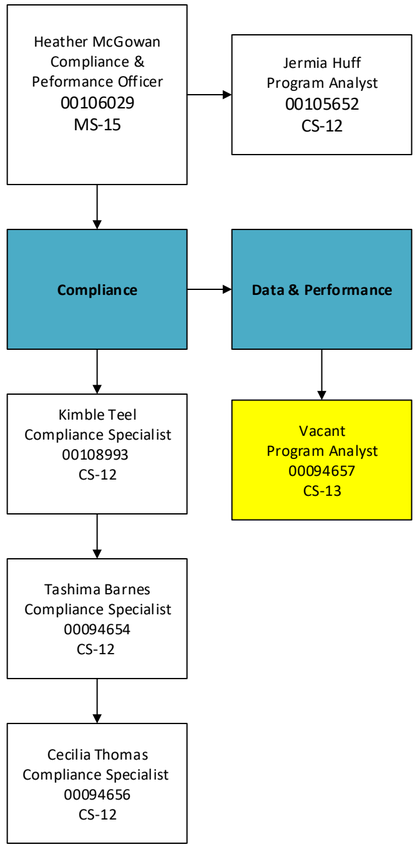
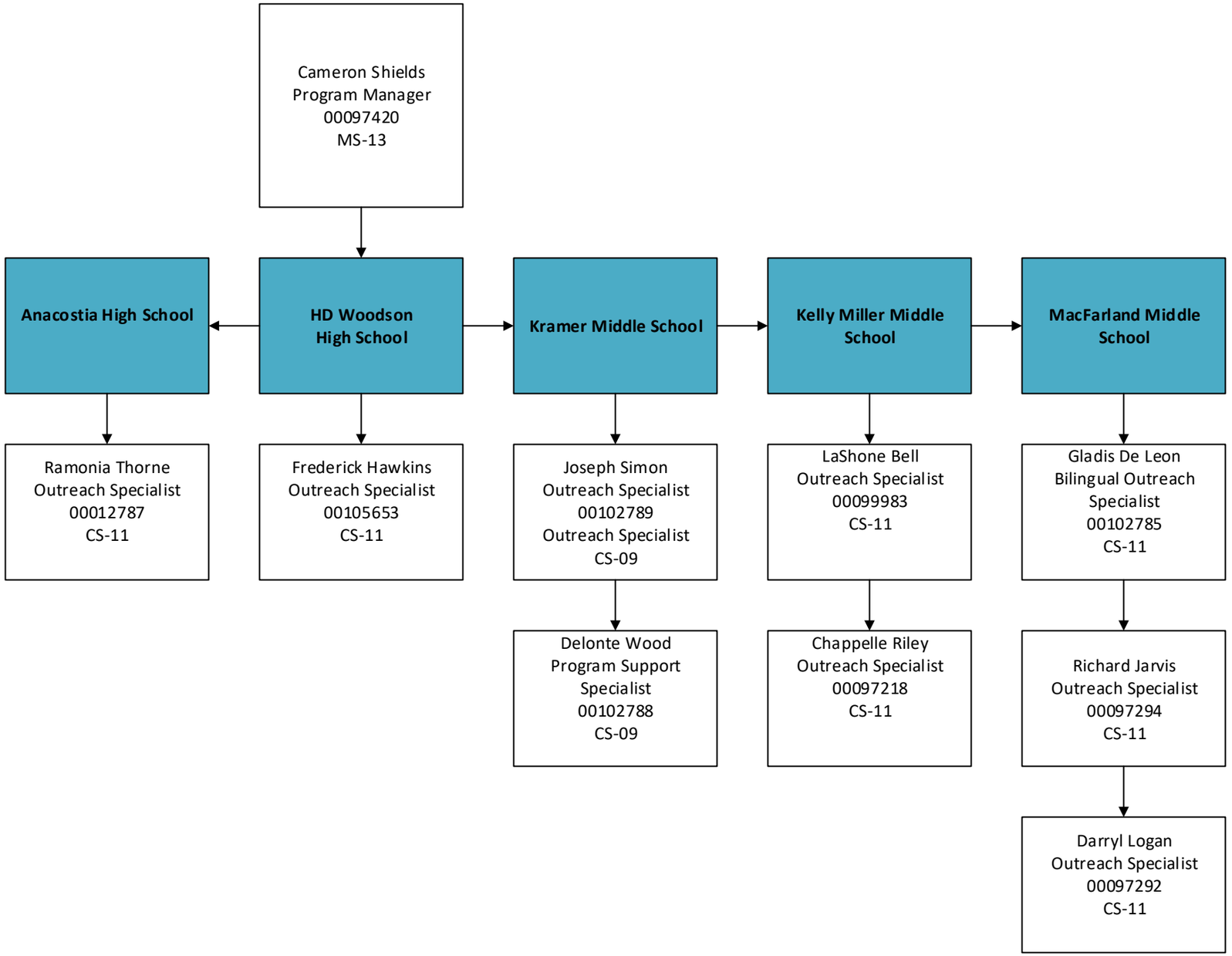
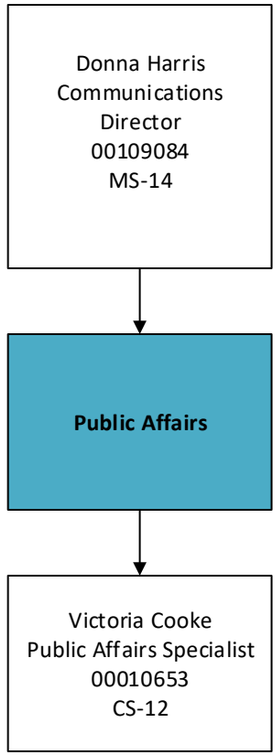


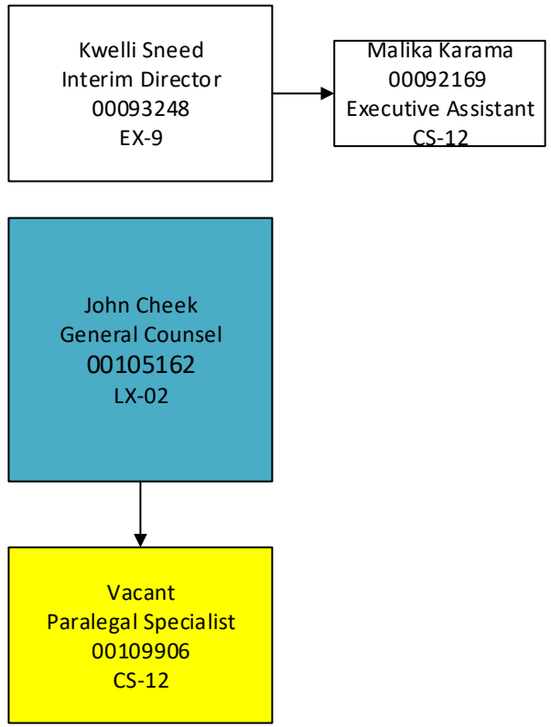
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. Enhanced Suitability
☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other	☑ Department ☐ Field	ONSE - Washington, DC	Washington, DC	☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 555541

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	Procurement Analyst	CS	1102	12	SW	9/26/2022
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Procurement Analyst	CS	1106	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision: Office of the Deputy of Public Safety and Justice

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis (Sep 20, 2022 21:50 EDT) Date: Sep 20, 2022

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White Digitally signed by Sadina White DN: cn=Sadina White, o=Classification, ou=DCHR, email=sadina.white@dc.gov, c=US Date: 2022.09.26 11:14:03 -04'00' Date: 9/26/2022

20. Standards Used in Classifying/Grading Position

US OPM Standards:

Position Classification Standards for Contracting Series, GS-1102 TS-71 December 1983; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*

No Known Promotion Potential

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

Procurement Analyst
CS-1102-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of the Deputy for Public Safety and Justice. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C) with a focus on utilizing public health approaches to respond to and prevent violence.

ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, the Office will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

This position functions as Procurement Analyst responsible for ensuring that the agency is in compliance with District and Federal government procurement regulatory requirements as well as internal policies, procedures and keeps the agency Director and staff informed of any/all major changes and/or critical issues.

MAJOR DUTIES

Performs work related to the review, analysis, and/or interpretation of District/Federal procurement statutes, regulations, policy, concepts, guidance, or procedures for use in the solution of procurement or contracting problems.

Conducts internal audits of procurement documentations and procedures. Prepares rate and cost adjustments and /or analysis, final payments, and release of claims with the supervisor's approval.

Reviews and reconciles various documents and records and resolve a variety of problems through coordination with vendors and personnel in receiving, supply, and buying offices.

Assembles and reviews various solicitation packages that involve numerous line items, contract clauses, provisions, and attachments for incompatible information or administrative discrepancies.

Provides procurement support work throughout the procurement cycle by assembling contracts, abstracting bids, processing amendments and modifications, monitoring the status of deliveries, reconciling invoices, and preparing information for closing out contracts.

Provides D.C. and Federal contract/procurement advice and assistance to the Director and other agency stakeholders on contract and procurement policies, problems, or issues.

Serves as liaison between the agency and vendors for functional and technical deliverables and serves as the program coordinator for the D.C. purchase card program.

Reviews requisitions for materials, supplies and tuition assistance packages, verifies for

accuracy and completion of standard formalities, and approval.

Develops plans for the use and improvement of the department's facilities in response to

change in operational requirements or agreements between the department and other District and/or Federal agencies. Planning includes identifying specific functional requirements, staffing specifications, unique facility needs, conditional or permitted uses, and ownership. This information is used to develop space plans and budget estimates for construction, labor, material, and relocation.

Orders supplies and materials in the D.C. Procurement Automated Support System (PASS) and arranges for delivery of goods and distributes appropriately.

Resolves any routine order discrepancies and related issues with materials received from suppliers.

Maintains electronic catalogs in PASS to ensure that information entered into the system is correct and identifies problems or issues that arise and bring to the attention of the supervisor. Provides electronic format to vendors and provides advisory services to vendors for catalog formation.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of pertinent District and Federal Government contracting and procurement statues, Executive Orders, laws, regulations, principles policies and procedures.

Knowledge of and skill in applying analytical and evaluative methods and techniques concerning the efficiency and effectiveness of procurement and contracting operations.

Comprehensive knowledge of contracting procedures, methods, contracts and incentives, price/cost analysis, and technical evaluation techniques to identify contractual opportunities for small and disadvantaged businesses and to review procurement requirements and instruments to satisfy small business program objectives.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, PASS, SOAR, DIFS, etc. and a willingness to learn new technology associated with assigned work task.

Specialized knowledge of policies and programs sufficient to counsel business firms of opportunities and procedures for obtaining District contracts; conduct compliance reviews of prime contractor’s operations and perform pre- award reviews of subcontracting plans.

Ability to communicate effectively both orally and in writing to convey message and information; and to compose reports, memoranda, etc. Ability to effectively interact with staff within the office and agency, District government officials and employees, private sector, federal government, and the general public.

SUPERVISORY CONTROLS

The supervisor or other designated authority assigns work with standing instructions on objectives, priorities, and deadlines, and provides guidance for unusually involved situations. The employee plans and carries out successive steps necessary to perform procurement support tasks and uses accepted practices or procedures to resolve problems and deviations.

The supervisor reviews completed work for technical soundness, appropriateness, and conformity to policy and requirements. The methods used to complete the assignment are not usually reviewed in detail.

GUIDELINES

Guidelines consist of District and Federal procurement and contract regulations, small and disadvantage business utilization policies, agency operations standards and manuals, and a variety of industry trends. These guides are often inadequate or stated in general terms and sometimes non-specific, which requires ingenuity in interpreting, adapting, and modifying or tailoring guidelines to the specific agency needs or situations.

Experienced judgment and initiative are utilized in applying underlying guidelines, and in deviating from traditional techniques and methods; or in researching trends and patterns to develop new approaches, criteria, or proposed policies; serves as technical advisor when interpreting the guidelines and develops procedures and instructions to implement new regulations or to provide guidance for special problems.

COMPLEXITY

The work involves performing various procurement support duties involving the use of different and unrelated procedures and methods. The incumbent identifies the nature of the problem, question, or issue, and determines the need for and obtains additional information through oral or written contacts and by reviewing regulations and manuals. The incumbent may have to consider previous actions and understand how these actions differ from or are similar to the issue at hand before deciding on an approach. The incumbent makes recommendations or takes action based on a case-by-case review of the issues or problems involved in each assignment or situation.

SCOPE AND EFFECT

The purpose of the work is to apply conventional practices to treat a variety of problems in procurement transactions. Problems might result, for example, from insufficient information in contract files, a need for more efficient processing procedures, requests to expedite urgently needed items, or a contractor's inability to meet delivery schedules. The employee treats these or similar problems in conformance with established procedures.

The work results in recommendations, solutions, or reports that directly affect customer or vendor relations or operations. For example, after reviewing delivery reports or calling contractors, the employee identifies shipment delinquencies, obtains reasons for delays, and initiates necessary coordinative action to enable delivery or continued progress.

PERSONAL CONTACTS

Contacts include management, agency staff and/or representatives of other District agencies as well as Federal agencies, private contractors/vendors, and local government.

PURPOSE OF CONTACTS

The purpose of the contacts is to establish and maintain working relationships to accomplish specific project goals and outcomes; to provide advice and assistance relating to projects and services; and to secure data, exchange information, plan, facilitate, and coordinate the federal grants and distribution of their funds.

PHYSICAL DEMANDS

The work may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

WORK ENVIRONMENT

The employee works in an office setting involving everyday risks or discomforts. Normal safety precautions are required.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability. This position is designated as a Security Sensitive position.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☑ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

Standard Position Description Recertification in lieu of PD classified 11/1/2019

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551336

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	Program Analyst	CS	0343	11	NC	1/1/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: District Government Agency as Assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Nigel Crawford, Supervisory HR Specialist(Classification)

Signature: Nigel Crawford Date: 1/1/2025

20. Standards Used in Classifying/Grading Position

US OPM Standard: Position Classification Flysheet Management and Program Analysis Series, GS-0343, dated August 1990; and Administrative Analysis Grade Evaluation Guide, dated August 1990

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

22. Remarks *(optional)*

This is a Standard Position Description for use in any agency in the District of Columbia Government.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

PROGRAM ANALYST
CS-343-11

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 the primary responsibility for analyzing current and proposed operating program to evaluate their actual or potential effectiveness in achieving objectives.

MAJOR DUTIES

Gathers and organizes information from a variety of sources such as records, computer files, previous studies, and interviews, analyses information to identify issues and isolate problems, develops solutions and measurements of productivity and effectiveness for use by others, develops detailed briefings and reports of findings and recommendations, and convinces others to implement recommendations.

Organizes and delivers briefings to present findings, solutions. and recommendations to managers and prepares option papers and similar staff reports.

Assignments may involve independent studies to determine the proper organization and structure of the activities of an agency, department, or large office; the conduct of studies to measure and track the progress and accomplishments of a District of Columbia organizational component dedicated to a major assigned organizational function; the planning of a single program to be carried out by various field organizations by identifying, collecting, and analyzing appropriate information, and presenting findings; devising new internal structures for an organizational component within a major office of a agency, department or large office.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of analytical methods and techniques for planning, analyzing, and evaluating the effectiveness of work processes or programs, and a general knowledge of related studies and cases.

Knowledge of pertinent laws, regulations, policies, and precedents that affect the program or work processes studied, and knowledge of the major issues, program goal and objectives, substantive work processes and program operations of the organization.
Skill in applying and adapting analytical methods and techniques.

PROGRAM ANALYST
CS-343-11

Knowledge and skill used to plan, schedule, and conduct projects and studies to evaluate, identify and resolve issues and problems.

SUPERVISORY CONTROLS

Assignments are received as general outlines of overall objectives after which work is planned and conducted independently. The employee is responsible for suggesting the need for new studies and for changing the direction of current studies as appropriate. Completed projects are evaluated for effectiveness in meeting overall management objectives and in improving the effectiveness, efficiency, and economy of agency, department or large office programs.

GUIDELINES

Guidelines consist of established analytical procedures and techniques that are not always directly applicable to specific assignments. The employee must use judgment in interpreting and adapting existing guidelines and techniques to address the variations in fact and circumstances found in each assignment.

COMPLEXITY

The work involves the application of the full range of analytical methods and techniques to identify and analyze issues and resolve complex problems. Studies and projects typically consist of fact finding, problem identification and definition, determination of cause-and-effect relationships, conclusions, and recommendations for decision and action. The work may require the employee to make decisions based on incomplete or conflicting information.

SCOPE AND EFFECT

The work involves the application of established and accepted analytical techniques to planning and carrying out projects. Assignments typically involve situations which can be anticipated based on experience and which can be resolved through the use of accepted analytical techniques which may not always be applicable. The results of the work may influence management decisions concerning line program operations.

PERSONAL CONTACTS

Contacts are with employees and support employees in the organization to which the employee is assigned, and supervisors, managers for and with workers in the organization being studied, or other contacts are representatives from other District of

Columbia agencies, departments, and from outside the District of Columbia government, or general public.

PURPOSE OF CONTACTS

The purpose of contacts is to gather and exchange information and to coordinate with related studies. The employee must use tact in dealing with non-routine and complex issues and individuals who may be skeptical or to motivate those who may not be fully cooperative.

PHYSICAL DEMANDS

The work is primarily sedentary, although some slight physical effort may be required. The work may involve visits to work sites, and requires periods of standing, bending, stooping and carrying of light items.

WORK ENVIRONMENT

Work is typically performed in an office setting (or cubicle), and the work area is adequately lit, heated and ventilated.

OTHER SIGNIFICANT FACTS

SUITABILITY

Incumbents are subject to enhanced suitability screenings pursuant to Chapter 4 of DC Personnel Regulations, Suitability.

DRUG-FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☒ New ☐ Re-Establishment ☐ Other

3. Service: ☒ Department ☐ 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): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other
Security Sensitive

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment / Financial Statement Req'd? ☐ Yes ☒ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551539

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	Program Analyst	CS	0343	12	GW	7/18/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Program Analyst	CS	0343	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: Deputy Mayor for Public Safety & Justice

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: [signature] Date: 7-18-19

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: [signature] Date: 7/18/19

20. Standards Used in Classifying/Grading Position: US OPM Standards:

Position Classification Flysheet for Management and Program Analysis Series, GS-0343, TS-98, August 1990; Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

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

22. Remarks *(optional)*

No Known Promotion Potential

Note: The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of DC regulations, Suitability - Security Sensitive.

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

Program Analyst
CS-0343-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia with a focus on utilizing public health approaches to respond to and prevent violence. The Office seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The Office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

MAJOR DUTIES

Gathers and organizes information from a variety of sources such as records, computer files, previous studies, and interviews, analyses information to identify issues and isolate problems, develops solutions and measurements of productivity and effectiveness for use by others, develops detailed briefings and reports of findings and recommendations, and convinces others to implement recommendations.

Organizes and delivers briefings to present findings, solutions, and recommendations to managers, and prepares option papers and similar staff reports.

Assignments may involve independent studies to determine the proper organization and structure of the activities of an agency, department, or large office; the conduct of studies to measure and track the progress and accomplishments of a District of Columbia organizational component dedicated to a major assigned organizational function; the planning of a single program to be carried out by various field organizations by identifying, collecting, and analyzing appropriate information, and presenting findings; devising new internal structures for an organizational component within a major office of an agency, department or large office.

Assures program goals, objectives, and operations are realistic. Prepares internal instructions, operating policies, procedures, guidelines, etc., concerning assigned program (s) and recommends required changes and adjustments to assure proper and adequate accomplishment of major program goals and objectives.

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of a wide range of specialized analytical methods and techniques for planning, analyzing, and evaluating the effectiveness of work processes or programs, and a general knowledge of related studies and cases.

Knowledge of pertinent laws, regulations, policies, and precedents that affect the program or work processes studied, and knowledge of the major issues, program goal and objectives, substantive work processes and program operations of the organization.

High degree of skill in applying and adapting analytical methods and techniques.

Knowledge and skill used to plan, schedule, and conduct projects and studies to evaluate, identify and resolve issues and problems.

SUPERVISORY CONTROLS

Assignments are given in terms of broad general objectives. Incumbent independently plans assigned work and develops analytical methods and detailed procedures, deviating from accepted practices to the extent required to meet objectives. Completed work is reviewed for soundness of overall approach and conformance with controlling policies.

GUIDELINES

Guidelines consist of established analytical procedures and techniques that are not always directly applicable to specific assignments. The employee must use judgment in interpreting and adapting existing guidelines and techniques to address the variations in fact and circumstances found in each assignment.

COMPLEXITY

The work involves the application of the full range of analytical methods and techniques to identify and analyze issues and resolve complex problems. Studies and projects typically consist of fact finding, problem identification and definition, determination of cause and effect relationships, conclusions, and recommendations for decision and action. The work often requires the employee to make decisions based on incomplete or conflicting information, to assess unusual circumstances, and to adapt and modify analytical methods and techniques to meet the requirements of individual assignments.

SCOPE AND EFFECT

The work involves the application of established and accepted analytical techniques to planning and carrying out projects.

Assignments typically involve situations which can be anticipated based on past experience and which can be resolved through the use of accepted analytical techniques which may not always be applicable. The results of the work influence management decisions concerning line program operations.

PERSONAL CONTACTS

Contacts are with employees and support employees in the organization to which the employee is assigned, and supervisors, managers for and with workers in the organization being studied or - performing the work being studied, with representatives from other District of Columbia

agencies, departments, or large offices, and from outside the District of Columbia government, or general public.

PURPOSE OF CONTACTS

The purpose of contacts is to gather and exchange information and to coordinate with related studies. The employee must use tact in dealing with sensitive issues and individuals who may be skeptical or to motivate those who may not be fully cooperative.

PHYSICAL DEMANDS

The work is primarily sedentary, although some slight physical effort may be required. The work may involve visits to work sites, and requires periods of standing, bending, stooping and carrying of light items.

WORK ENVIRONMENT

Work is typically performed in an office setting (or cubicle), and the work area is adequately lighted, heated and ventilated.

OTHER SIGNIFICANT FACTS

The incumbent of this position is subject to enhanced suitability screening pursuant to Chapter 4 of DC regulations, Suitability – Security Sensitive.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 554096

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	Program Coordinator	CS	301	12	TE	12-13-24
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Program Coordinator	CS	301	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Violence Intervention Division

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: Shakitha Knight, Associate Director

Signature: [signature] Date: 11/20/2024

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Theresa Eubanks, Classification Contractor

Signature: Theresa Eubanks Date: 12-13-24

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Administration and Program Series, GS-301, TS-34. January 1979; Administrative Analysis Evaluation Guide, August 1990

Miscellaneous Admiin. and Program Series, GS-301, TS-34, dtd. Jan. 1979

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

22. Remarks *(optional)*
NO KNOW PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.
- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions
- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

PROGRAM COORDINATOR
CS-301-12

INTRODUCTION

This position is in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for The Violence Intervention Program Coordinator oversees implementing and managing a community-based violence intervention program aimed at reducing violence and promoting safety in Washington, DC. The mission of the Office of Neighborhood Safety and Engagement is to build partnerships and implement strategies that reduce gun-related violence in the District. ONSE fulfills this mission by coordinating the District's gun violence prevention and intervention initiatives, using both public health and public safety tools, and by focusing on identifying and engaging with those most likely to be involved in gun violence, providing them with an alternative to crime.

The incumbent in this role collaborates with various stakeholders, including community organizations, law enforcement, health services, and local government agencies. Collaborates with other District government agencies, and nonprofit organizations to provide resources, community engagement and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in or being a victim of violent crime.

MAJOR DUTIES

Develops and implements program strategies that address violence prevention and intervention. Assesses community needs and resources to inform program design and adjustments. Collaborates with stakeholders to create effective intervention strategies.

Coordinates day-to-day operations of the violence intervention program events, activities, and capacity building. Assists with program staff and volunteers, providing guidance and support. Ensures program activities align with organizational goals and objectives.

Develops and implements data collection methods to assess program effectiveness. Prepares reports on programming outcomes and progress for stakeholders, grantees and community members. Analyze data to identify trends and recommends program improvements.

Develops and delivers training programs for staff, volunteers, and community members. Provides technical assistance and support to providers and partner organizations. Promotes best practices in violence intervention and prevention.

Facilitates program activities, which involve developing and implementing program strategies that address violence prevention and intervention. Assesses community needs and resources to inform program design and adjustments. Collaborates with stakeholders to create effective violence intervention strategies.

Conducts program evaluations based on related subject matter areas, objectives and goals by analyzing workflow methods and designing appropriate procedures to enhance the department's ability to achieve goals.

Develops partnerships with community-based organizations, and other stakeholders to endorse and implement identified objectives and programmatic strategies.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of ONSE programmatic entities, management policies, concepts, practices, and principles to analyze and develop recommendations for improvement in program operations and objectives, and to ensure compliance with established goals, objectives, and functional requirements.

K~~n~~owledge and understanding of best practices and standards used in delivering violence intervention initiatives effectively.

Thorough knowledge of analytical methodologies, techniques, and tools to complete a variety of studies and assignments.

Ability to effectively communicate both orally and in writing to present recommended policy and program evaluation and improvements.

Knowledge of and ability to articulate the planning and implementation process and evaluation standards outlined in the program deliverables.

Knowledge of governmental policies, procedures, rules, regulations, and requirements to support compliance. Ability to plan, prioritize, and coordinate multiple projects.

Proficient in Microsoft software word , data analysis and data presentation.

SUPERVISORY CONTROLS

Assignments are made by the associate director in terms of broadly defined objectives, goals, priorities, and activities. The incumbent independently or in a small group plans, organizes, and executes the assignments. The incumbent assumes responsibility for monitoring, assessing, and evaluating program activities and projects, and informs the supervisor of progress as appropriate. The incumbent consults with the supervisor on matters having major departmental, administrative, and/or operational impact. The supervisor reviews and evaluates the work by utilizing smartsheets, the results of site visitations, sharepoint system and reports for adherence to program policies and procedures.

GUIDELINES

Guidelines include but are not limited to numerous public laws, regulations, and proposed legislation issued by the Federal and District government, Council of the District of Columbia, Mayor's Office, and policies and procedures of ONSE. The incumbent independently selects, interprets, and applies appropriate guidelines and uses experienced judgment in selecting procedures, techniques, and criteria to follow any required action to take.

COMPLEXITY

Assignments involve giving special attention to events that affect ONSE interest as well as the local interest of the community and district residents. Decisions regarding what needs to be made are based on such considerations as the complexity of the event, budgetary constraints, and the nature of the audience and the availability of resources. The work involves support for various events requiring a variety of processes and application of a diversity of plans.

SCOPE AND EFFECT

The purpose of the work is to primarily assess, evaluate, and monitor the violence intervention programs and the people of promise program activities and projects to ensure that goals and objectives are met in accordance with ONSE's violence initiative. The work affects the support of community engagement and the aspects of the programs, while serving as a community connector to resources and services throughout district government.

PERSONAL CONTACTS

Contacts are primarily with the Violence and Prevention Associate Director in the Violence Intervention Program division. The purpose of contact is dictated by the need to respond to requests, or initiate participation from community stakeholders. Contacts may also include interaction with other District and Federal agencies, and community organizations.

PURPOSE OF CONTACTS

The primary purpose of contacts is to coordinate program objectives, present analysis of program evaluations, and to recommend adopting best practices to achieve violence prevention initiative goals.

PHYSICAL DEMANDS

There may be some walking, standing, bending, or carrying light items. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work environment includes working in an office setting and work may include activities both indoors and outdoors.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations Suitability. This position has been designated as a Protection-Sensitive position.

This position is classified as "protection sensitive" due to the position's duties and

responsibilities. Protection sensitive positions are positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for patients or other vulnerable people.

The incumbent has frequent contact with individuals most at-risk of being involved in violence, their family members, the Police Department, social service representatives, civic groups, the general public, schools, organizations and neighborhood groups.

Hours of work will vary as required based on the needs of the program which includes evenings, nights, weekends, holidays, split days off and fluctuating tour of duties.

LICENSURE AND CERTIFICATION

Incumbent is required to possess and maintain a valid motor vehicle operator's permit.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: EOM - ONSE

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action: ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☑ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 551284

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	Program Manager	MS	0340	13	SW	12/16/2020
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Program Manager (Restorative Justice)	MS		13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Executive Office of the Mayor

a. First Subdivision: Office of Neighborhood Safety and Engagement

b. Second Subdivision: Restorative Justice

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Dana McDaniel, Deputy Director

Signature: [signature] Date: 12/2/2020

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature Date: 12/16/2020

20. Standards Used in Classifying/Grading Position

US OPM Standards:

Handbook of Occupational Groups and Families, 0340 Program Management Series, December 2018; General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998

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

22. Remarks *(optional)*

No Known Promotion Potential

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

PROGRAM MANAGER
MS-0340-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) and is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (DC) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

ONSE collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. ONSE also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime. The use of financial incentives is included for participation. ONSE develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

POSITION CONTROLS

Work is performed under the guidance of the supervisor who makes assignments by setting overall objectives and resources. The incumbent plans and carries out assignments, resolves most problems, and coordinates work with other employees when the need arises. The incumbent keeps the supervisor informed of any controversial matters that may arise. Completed work isreviewed for appropriateness, soundness, and conformance to policies and procedures.

Guidelines consist of general administrative policy statements concerning the issue or problem being studied. The incumbent uses judgment, initiative, and resourcefulness when deviating from traditional methods that may be available to develop and adapt new methods as warranted or solutions to potential problems.

MAJOR DUTIES AND RESPONSIBILITIES

Plans, organizes, and supervises the operation of a program(s) and its activities in accordance with the mission and goals of an agency; develops new programs to support the strategic direction of the agency; advises and consults with administration/division managers; meets with appropriate staff to identify and resolve problems or conflicts; makes or recommends final decisions regarding policy, operations, and administrative procedures of the program.

Establishes and manages long- and short-term program goals; develops, analyzes, and evaluates new or modified program/management policies, regulations, goals, or objectives.

Develops, implements, and maintains procedures, administrative monitoring practices and controls in order to obtain smooth and effective operation of a program(s); coordinates work activities of the program to prevent delays in required actions or to improve programs or services.

Provides assistance in the identification, development, and implementation of departmental goals, objectives, policies, and priorities; assists in the determination of resource allocation and levels of service according to established policies; plans and writes grant applications and

manages grant-funded projects.

Receives and analyzes program reports; directs the preparation of monthly and annual reports; directs the gathering and analysis of information and reports necessary to document and evaluate processes.

Monitors the work of and coaches subordinates to improve performance; evaluates and advises on organization, methods, and procedures.

Directs the allocation of resources to achieve timely outcomes and measurable goals within budget. Adjusts plans and programs to meet emerging or new programs while continuing to address major program priorities.

Directs the identification of service gaps, problems and deficiencies, and the development of new program and service strategies to improve, refine, or broaden program areas in response to the needs of the agency and the community.

Develops plans and strategies to monitor and evaluate program efficiency and effectiveness based on established goals, outcomes, and benchmarks. Sets performance measures for program area.

Analyzes program data and performance measures in relation to agency, local/state, and national objectives for the program area. Tracks industry trends, local and regional program area issues, and District policy to ensure integration of program initiatives.

Serves as a liaison between the agency and/or division, community agencies, citizen groups, developers, property managers, committees and commissions, federal, state and local agencies, authorities, and task forces concerning agency program needs, new programs, policies, and procedures, and to facilitate progress on specific projects.

Communicates with the public and the media on programmatic and community issues; develops marketing strategies to promote program services.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Expert knowledge of theory, industry trends, and initiatives, laws and regulations related to violence intervention and restorative justice practices and methods.

Expert knowledge of principles and practices of management, administration, budgeting, training, and personnel management.

Comprehensive knowledge of Federal, State, and local rules and regulations pertaining to assigned agency, division, or program area(s).

Expert knowledge of the principles, practices or techniques of program development, implementation, management, and evaluation.

Comprehensive knowledge of and skill in the application of a wide range of qualitative and/or

quantitative methods for the assessment and improvement of program effectiveness.

Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

Knowledge of relationships with other programs and key administrative support functions within the employing agency.

Ability to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial organizational resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

Ability to manage, supervise, and train employees, and coordinate complex functional areas of responsibility. Ability to establish and maintain effective working relationships with agency staff, representatives of other agencies and the public.

Ability to identify, analyze, and report upon activities, issues, and problems and recommend appropriate solutions.

Excellent communication skills; ability to present facts clearly and concisely orally and in writing and make group presentations.

The incumbent of the position is subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability – Security Sensitive.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☑ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☐ Security ☐ Protection ☑ None

Explanation (show any positions replaced)
Recertification: In Lieu of Program Support Assistant, CS-0303-07 dated 8/2/2017
Job Code #551606

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☑ Yes ☐ No

10. Subject to Identical Additional Action ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☐ Exempt ☑ Nonexempt

13. Competitive Level Code

14. Job Code: 551606

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	Program Support Assistant	CS	0303	07	ZP	5/4/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Program Support Assistant	CS	0303	07		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: District of Columbia Government Agency as Assigned

c. Third Subdivision

a. First Subdivision

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

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

Signature | Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Human Resources Manager

Signature: Zondie Pendarvis — Digitally signed by Zondie Pendarvis DN: cn=Zondie Pendarvis, o=D.C. Department of Human Resources, ou=Human Resources Solution Administration, email=zondie.pendarvis@dc.gov, c=US Date: 2021.05.04 14:43:56 -04'00'

Date: 5/4/2021

20. Standards Used in Classifying/Grading Position
US OPM Standard: Position Classification Flysheet for Miscellaneous Clerk and Assistant Series, GS-0303; and Grade Level Guide for Clerical and Assistance Work.

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

22. Remarks *(optional)*
THIS IS A STANDARD POSITION DESCRIPTION INTENDED FOR USE IN ANY AGENCY IN THE DISTRICT OF COLUMBIA.

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

PROGRAM SUPPORT ASSISTANT
CS-0303-07

INTRODUCTION

This is a standardized position description that is utilized for any organizational entity in the District of Columbia Government. The primary purpose of this position is to performs administrative, program and clerical work to support an assigned program and its operations. Incumbent applies a broad and extensive clerical, administrative and technical procedures, methods, and techniques to support management and the program.

MAJOR DUTIES

Responds to a variety of inquiries and refers other inquiries to appropriate office staff or to other organizations, as required. Ascertains the nature of call or business of visitors and determines appropriate action. Personally, handles many requests for information; and resolves or assists in resolving a variety of conflicts that may arise.

Receives and screens incoming correspondence; determines those correspondence that can be acted upon personally; and refers correspondence to supervisor or other appropriate staff personnel, as appropriate. Maintains and control records on incoming correspondence and action documents; and follows up on work in process to ensure timely reply or action.

Responds to requests for information from other offices concerning program(s) under the supervisor's control; and verifies office documents. Maintains office records, locates, and compiles data/information from files for the development of reports. Keeps a project calendar and informs staff of deadlines, other important dates, and similar administrative support work.

Composes general correspondence pertaining to administrative matters, such as letters, memoranda, reports, etc. Reviews correspondence and documents that were prepared for signature of the supervisor or higher-level managers; and contacts appropriate official or office when errors are identified.

Serves as liaison in coordinating the submission of a variety of reports and data to ensure fulfillment of established program requirements. Provides timely, accurate, and current information to appropriate officials concerning required reporting requirements. Reconciles monthly reports in an automated data management system, when necessary.

Provides general administrative information to staff to keep them informed of current program issues. Participates in the editing of office standard operating procedures (SOP) relating to the operation of the office/program. Maintains an awareness of any policies, procedures, and regulatory reporting requirements for the assigned program.

Utilizes a personal computer for preparing written documents, responding to emails, storing, or retrieving information.

Performs other related duties as assigned.

PROGRAM SUPPORT ASSISTANT
CS-0303-07

KNOWLEDGE REQUIRED BY THE POSITION

General knowledge of the mission, functions, responsibilities, and objectives of the assigned organizational program.

Ability to analyze facts, draws conclusions, and recommends a course of action.

Knowledge of English grammar, spelling, punctuation, and the required correspondence formats.

Ability to effectively communicate orally, in writing, and electronically, utilizing a personal computer.

Knowledge of Microsoft Excel and other Microsoft Office software.

SUPERVISORY CONTROLS

The supervisor establishes priorities and deadlines; and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out assignments in accordance with instructions and established office practice, handing deviations in accordance with policies, previous training, or accepted office practices. Completed work is reviewed for appropriateness, soundness, and conformance to work requirements.

GUIDELINES

Guidelines consist of District of Columbia and Federal Government codes, policies, statutes, and other regulatory guides applicable to the assigned program guides and objectives. These guides are general and not applicable to all work assignments. Incumbent must use judgment and ingenuity in interpretation and application of these guidelines. Where guidelines cannot be applied, the incumbent consults with supervisor for a decision.

COMPLEXITY

The work involves performs the full range of program support, administrative and clerical functions for the assigned organization. The work demands the ability to plan, organize and coordinate work in situations where diverse demands are involved and the ability to adjust to changes in processes and/or procedures. In cases of non-routine assignments, the incumbent may be required to locate, interpret, and adapt guides for the purpose of meeting those objectives requested. Decisions are based on knowledge of the procedural requirements of the work coupled with an awareness of the specific functions of the program.

SCOPE AND EFFECT

The purpose of the work is to plan and complete program and administrative supportive assignments, along with clerical tasks, which affects the efficiency and productivity of the organization and program operations.

PROGRAM SUPPORT ASSISTANT
CS-0303-07

PERSONAL CONTACTS

Personal contacts are with staff in the immediate office or in related administrative and support organizations, and the general public.

PURPOSE OF CONTACTS

The purpose of contacts is to exchange information, explain procedures, and to stay abreast of other related program issues and objectives.

PHYSICAL DEMANDS

The work is sedentary. There may be some walking, standing, bending, or carrying light items. No special physical demands are required to perform the work.

WORK ENVIRONMENT

Work is performed in an office setting that is adequately lighted, heated, and ventilated. Normal safety precautions are required.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission
☑ Re-Description ☐ New
☐ Re-Establishment ☐ Other

3. Service
☑ Department
☐ Field

4. Employing Office Location
Washington, D.C.

5. Duty Station
Washington, D.C.

6. Enhanced Suitability
☐ Safety ☑ Security
☐ Protection ☐ None

Explanation (show any positions replaced)
ILO Program Support Specialist, CS-0301-11 dated 07 Oct. 2019, Job Code 550012 (Union) and 552510 (Non-Union)

7. Position Status (Service)
☑ Career ☐ Executive
☐ Legal ☐ MSS
☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required?
☐ Yes ☐ No

10. Subject to Identical Additional Action
☑ Yes ☐ No

11. Position is
☐ Supervisory
☐ Managerial
☑ Neither

12. FLSA
☐ Exempt
☑ Nonexempt

13. Competitive Level Code

14. Job Code
552510

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	Program Support Specialist	CS	0301	11	NC	1/1/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
District Government Agency as Assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action
Nigel Crawford, Supervisory HR Specialist (Classification)

Signature Nigel Crawford Date 1/1/2025

20. Standards Used in Classifying/Grading Position
U.S. OPM Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34, Jan, 1979; and Administrative Analysis Grade Evaluation Guide, TS-98, August 1990

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

22. Remarks *(optional)*
This is a Standard Position Description for use in any agency in the District of Columbia Government.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

PROGRAM SUPPORT SPECIALIST
CS-0301-11

INTRODUCTION

This is a standard position description that is designed for use in any District of Columbia Government department, agency or office.

This position description depicts generalized duties and responsibilities required of a position with primary responsibility for performing programmatic and administrative work supportive of the day-to-day program operating activities and/or services. The work involves identifying and analyzing the needs of the program(s); evaluating current standard operating procedures (SOP); researching program issues, concerns and complaints; and recommending administrative strategies or changes. The assignments are average and repetitive in nature and are complicated by the requirement to determine the effect of problems encountered and propose management solutions and recommendations from among several viable alternatives.

MAJOR DUTIES

Evaluates procedures to improve operational efficiency and makes informed recommendations to improve program services. Reviews existing rules and regulations relative to the assigned office and recommends changes necessary for consistency and accuracy.

Assists in improving effectiveness in meeting schedules, deadlines, priorities, and production goals. Reviews procedures, and devises means of improving, consolidating and/or standardizing administrative forms and procedures.

Assists in planning and reviewing the day-to-day operation of the assigned division and informs the supervisor of the division workload, special activities, and any pending problems.

Handles complaints and problems that are referred by program team staff, or as directed by the supervisor. Exercises judgement and discretion in determining whether to personally handle the situations for which no clearly defined authority or precedent exists, or to refer such matters to the supervisor.

Coordinates and resolves general matters and other appropriate issues and projects related to the functional responsibilities of the program.

Provides immediate and continuing support by briefing the supervisor on a variety of confidential matters pertaining to administrative operations, recommending courses of action, and keeping the supervisor informed of activities.

PROGRAM SUPPORT SPECIALIST
CS-0301-11

Explains specific requirements to individuals; identifies and resolves discrepancies that individuals may have related to program issues or documentation.

Addresses complaints and problems of a complex nature that are referred by staff or as directed by the supervisor.

Receives and reviews incoming correspondence, performs required research, and prepares appropriate replies.

Maintains established databases and/or tracking systems, ensuring efficiency in tracking, filing and retrieval of official records, documents related to agency programs.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough understanding and knowledge of agency programs and activities including agency's mission, policies, and objectives to effectively, accurately, and expeditiously complete assignments.

Thorough knowledge of administrative concepts and practices to provide programmatic and administrative support to the assigned administration/division.

Ability to apply analytical, investigative, and evaluative methods and techniques to resolve problems, gather information and conduct research, and make recommendations.

Ability to effectively communicate with others both orally and in writing, explain factual information, and formulate and present report conclusions.

Ability to exercise tact, discretion, and skill in human relations in dealing with persons from all walks of life and varying socioeconomic levels.

Ability to establish and maintain effective working relationships with customers, community groups, and representatives of public and private agencies.

Proficiency in MS Office (Word, Excel, PowerPoint, Access) and ability to learn new software associated with the assignment.

SUPERVISORY CONTROLS

PROGRAM SUPPORT SPECIALIST
CS-0301-11

The supervisor makes assignments by outlining the overall objectives and the available resources. The incumbent and supervisor discuss time frames, scope of the assignment, and possible approaches. The incumbent plans and carries out the assignment, resolving most conflicts that arise. Completed work is reviewed for soundness and effectiveness in meeting requirements or expected results.

GUIDELINES

Guidelines include agency or department directives, instructions, policies and procedures, laws, regulations, codes, Mayor's orders, etc. The incumbent uses judgment in interpreting and adapting guidelines, such as organizational policies, regulations, precedents, and work directions for application to specific cases or problems.

COMPLEXITY

The work includes various assignments requiring different and unrelated processes and methods. Decision regarding what needs to be done depends on the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT

The purpose of the work is to provide programmatic and administrative work supportive of the day-to-day program operating activities and/or services. The work involves identifying and analyzing the needs of the program(s); evaluating current standard operating procedures (SOP); researching program issues, concerns and complaints; and making recommendations. The work affects a wide range of agency or departmental program activities, and the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS

Personal contacts include the staff within the program, employees of the agency or department, employees in other District government agencies, and general public.

PURPOSE OF CONTACTS

The purpose of the contacts is to resolve problems, clarify or provide information, or answer questions pertaining to program goals, objectives, and responsibilities.

PROGRAM SUPPORT SPECIALIST
CS-0301-11

PHYSICAL DEMANDS

The work is sedentary in nature, however, some walking, standing, bending and carrying light objects is required.

WORK ENVIRONMENT

The work is usually performed in an office setting.

OTHER SIGNIFICANT FACTS

SUITABILITY

Incumbents are subject to enhanced suitability screenings pursuant to Chapter 4 of DC Personnel Regulations, Suitability.

DRUG-FREE WORKPLACE

The District of Columbia government maintains a drug-free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, D.C.

5. Duty Station: Washington, D.C.

6. Certification No.

Explanation (show any positions replaced): Standard Position Description

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

8. Collective Bargaining Unit (CBU) Code:

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

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

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

12. FLSA: [ ] Exempt [X] Nonexempt

13. Competitive Level Code

14. Job Code: Union 555642 / Non Union 554033

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	Program Support Specialist	CS	0301	09		10-07-19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Program Support Specialist	CS	0301	09		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District Government Agency as assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature: Zondie Pendarvis Date: 10/8/19

20. Standards Used in Classifying/Grading Position

US OPM Standard: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, dated January 1979; and Administrative Analysis Grade Evaluation Guide, dated August 1990

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

22. Remarks *(optional)*

This is a standard position description for use in any agency in the District of Columbia Government.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION

In order to comply withthe requirements of Chapter 11Aof the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and personnel offices must complete the items marked by an asterisk (*). Items not marked byan asterisk may be completed at the discretion of the agency.

*1. Enter position number used by the agency for control purposes.

*2. To be completed by the certifying human resources office or the Director of Human Resources' designee.

*3. Indicate the Collective Bargaining Unit (CBU) Code for the position.

*4. Enter geographical location, D.C. or state of the position.

*5. Enter geographical location if different from #4.

*6. Enter the competitive level code for use in reduction-in-force actions. Review Chapter 11A Classification, Part II, Subpart 1.13 of the DPM.

*7. Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed, but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

*8. Check one.

*9. Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

*10. Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

*11. Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

*12. Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

*13. Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

14. Agencies may use this section for any additional coding requirement.

*15. Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards", Section III, for DS positions or, "Job Grading Standards for Trades and Labor Occupations," Part I, Section III for RW, RL or RS positions.

- For "Pay Plan" code, use DS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions.

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for DS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "DS 1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

*17. Enter the name of the incumbent. If there is no incumbent, enter "vacant."

*18. Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

*21. The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

*22. Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File, DS 305, January 1979."

*23. D.C. government agencies and the D.C. Office of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

24. This section may be used for additional coding requirements or for any appropriate remarks.

*25. On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

PROGRAM SUPPORT SPECIALIST
CS-0301-09

INTRODUCTION

This is a standard position description that is designed for use in any District of Columbia Government department, agency or office.

This position description depicts generalized duties and responsibilities required of a position with primary responsibility for performing programmatic and administrative work supportive of the day-to-day program operating activities and/or services. The work involves identifying and analyzing the needs of the program(s); evaluating current standard operating procedures (SOP); researching program issues, concerns and complaints; and recommending administrative strategies or changes. The assignments are average and repetitive in nature, and are complicated by the requirement to determine the effect of problems encountered and propose management solutions and recommendations from among several viable alternatives.

MAJOR DUTIES

Participates in analytical studies based on examination of management needs. Identifies researches and analyzes programs issue or problems; and presenting results.

Evaluates current procedures to improve operational efficiency, and makes recommendations to improve program(s) activities and services. Recommends administrative strategies or changes in internal operating procedures to incorporate new requirements, and to improve, expedite and eliminate management problems.

Participates in the development of procedures and guidelines in order to satisfy the goals of the department or agency. Devises means of improvement, and consolidates and/or standardizes administrative forms and procedures.

Participates in improving effectiveness in meeting schedules, deadlines, priorities and production goals.

Provides assistance and participates in the coordination of special assignments to coordinate and resolve general management matters and other appropriate issues and projects related to the functional responsibilities of the program(s).

Coordinates and monitors practices and procedures utilized by the program staff to ensure compliance with all applicable regulations and procedures.

As directed by supervisor, handles complaints and problems, non-complex in nature. Researches and gathers data; conducts fact-finding investigations; and develops results or recommendations.

As requested, obtains, coordinates, and prepares or edits responses for administrative and programmatic information requests. Receives and reviews incoming correspondence, performs required research and prepares appropriate replies.

PROGRAM SUPPORT SPECIALIST
CS-0301-09

Generates spreadsheets, charts, summary tables, and statistics used in various reports and presentations. Provides assistance in tracking data or documents in reference to agency or agency program(s). Generates internal and external documents or correspondence that assists in the workflow of the program operation.

Collects various program information and data involving documents dealing with agency or departmental program(s), project activities, services, policies and procedures.

Prepares various reports, analyses, and documents in final form through the use of personal computer (PC). Makes effective use of computers and word processing equipment in writing and related work assignments.

Performs other related duties as assigned.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the mission, function and operational policies and procedures of the agency or department and program(s) to effectively, accurately and expeditiously complete work assignments in concert with established operational objectives.

Knowledge of administrative concepts and practices to provide programmatic and administrative support to the program staff. Knowledge of pertinent regulatory laws, codes, and practices to resolve issues, and make recommendations.

Ability to apply analytical, investigative and evaluative methods and techniques to resolve problems, conduct research, gather information, and make recommendations.

Ability to communicate with others both orally and in writing to formulate and present report conclusions, explain and interpret factual information and ensure cohesive and cooperative efforts. Ability to exercise tact, discretion and skill in human relations in dealing with persons from all walks of life and varying socioeconomic levels.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn new technology associated with assigned work tasks.

FACTOR 2 – SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices. Completed work is usually evaluated for technical soundness appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

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CS-0301-09

FACTOR 3 - GUIDELINES

Guidelines include agency or department directives, instructions, policies and procedures, laws, regulations, codes, Mayor's orders, etc. The incumbent uses judgment in interpreting and adapting guidelines, such as organizational policies, regulations, precedents, and work directions for application to specific case or problems.

FACTOR 4 - COMPLEXITY

The work includes various assignments requiring different and unrelated processes and methods. Decision regarding what needs to be done depends on the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

FACTOR 5 – SCOPE AND EFFECT

The purpose of the work is to provide programmatic and administrative work supportive of the day-to-day program operating activities and/or services. The work involves identifying and analyzing the needs of the program(s); evaluating current standard operating procedures (SOP); researching program issues, concerns and complaints; and making recommendations. The work affects a wide range of agency or departmental program activities, and the accuracy, reliability, or acceptability of further processes or services.

FACTOR 6 – PERSONAL CONTACTS

Personal contacts include the staff within the program, employees of the agency or department, employees in other District government agencies, and general public.

FACTOR 7 – PURPOSE OF CONTACTS

The purpose of the contacts is to resolve problems, clarify or provide information, or answer questions pertaining to the agency or department program(s) and services.

FACTOR 8 – PHYSICAL DEMANDS

The work is sedentary in nature, however, some walking, standing, bending and carrying of light objects is required.

FACTOR 9 – WORK ENVIRONMENT

The work is performed in an office setting.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

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

3. Service: [X] Department [ ] Field

4. Employing Office Location: Washington, D.C.

5. Duty Station: Washington, D.C.

6. Certification No.

Explanation (show any positions replaced): Standard Position Description

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

8. Collective Bargaining Unit (CBU) Code:

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

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

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

12. FLSA: [X] Exempt [ ] Nonexempt

13. Competitive Level Code

14. Job Code: 552509

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	Public Affairs Specialist	CS	1035	12	JLS	11-26-19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Public Affairs Specialist	CS	1035	12		

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District Government Agency as assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher -Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature: Zondie Pendarvis Date: 11/26/19

20. Standards Used in Classifying/Grading Position

US OPM Standard: Position Classification Standard for Public Affairs Series, GS-1035, dated July 1981

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

22. Remarks *(optional)*

This is a standard position description for use in any agency in the District of Columbia Government.

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION

In order to comply withthe requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and personnel offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

*1. Enter position number used by the agency for control purposes.

*2. To be completed by the certifying human resources office or the Director of Human Resources' designee.

*3. Indicate the Collective Bargaining Unit (CBU) Code for the position.

*4. Enter geographical location, D.C. or state of the position.

*5. Enter geographical location if different from #4.

*6. Enter the competitive level code for use in reduction-in-force actions. Review Chapter 11A Classification, Part II, Subpart 1.13 of the DPM.

*7. Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed, but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

*8. Check one.

*9. Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

*10. Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

*11. Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

*12. Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

*13. Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

14. Agencies may use this section for any additional coding requirement.

*15. Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards", Section III, for DS positions or, "Job Grading Standards for Trades and Labor Occupations," Part 1, Section III for RW, RL or RS positions.

- For "Pay Plan" code, use DS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions.

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for DS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "DS 1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

*17. Enter the name of the incumbent. If there is no incumbent, enter "vacant."

*18. Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

*21. The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

*22. Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File, DS 305, January 1979."

*23. D.C. government agencies and the D.C. Office of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

24. This section may be used for additional coding requirements or for any appropriate remarks.

*25. On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

PUBLIC AFFAIRS SPECIALIST
CS1035-12

INTRODUCTION

This is a standard position description designed for use in all District of Columbia Government departments, agencies, and offices. This position description depicts generalized duties and responsibilities required of a position with the primary responsibility for identifying communication needs; developing informational material that inform appropriate publics of the organization's policies, programs, services, and activities; and planning, executing and evaluating the effectiveness of information and communication programs in furthering organization goals.

This position conducts the public affairs program for an organization with responsibilities for the full framework of communication to facilitate the effective communication between management and various publics internal and external. The work involves developing and providing staff direction, which involves all public information both internal and external, and community relations activities.

MAJOR DUTIES

Develops communication plans, including such factors as specific topics or aspects to emphasize the most effective media to utilize in communicating with target audiences, etc. Identifies, summarizes and analyzes public comments submitted to the organization.

Prepares articles for publication, and other informational materials and strategies for communicating activities to support the total management efforts. Develops informational materials, such as news releases, fact sheets, feature stories, and background statements.

Advises management on the possible public and media reactions to organization actions, as well as the information needs of the general public and various specialized groups. Advises top level staff on all controversial or sensitive correspondence, and works with staff to ensure that communications distributed comply with governmental regulations and procedures.

Writes articles and speeches for organizational official(s) to specialized publics; prepares and publishes organization publications in keeping all internal personnel informed of programs, activities, and career information. Writes public involvement plans for informing and involving the public on issue of local, state and federal significance, as appropriate.

Establishes and maintains effective working relationships with media representatives in disseminating information, or answering inquiries about the organization's operations or activities. Arranges and conducts workshops, seminars, and meetings with various other organizations in stimulating participation in its own organizational activities; and in identifying their concerns.

Advises and assists the supervisor with implementing system(s) to track and address pertinent complaints, concerns and/or issues raised. Updates organization web-site, brochures, fact sheets, and other organization publications.

PUBLIC AFFAIRS SPECIALIST
CS-1035-12

Develops communications strategies with short-term and long-term goals, and plans for achieving such goals. Evaluates the impact and effectiveness of communication plans and advises management if efforts should be discontinued, emphasis changed or coverage area expanded, or otherwise modified.

Reviews all public information materials, publications, media productions, and activities for the organization to assure adherence to policies and regulations. Initiates and prepares responses to inquiries from interested groups, and the general public concerning policies and activities of public involvement.

Prepares web-based contents. Updates organization web-site, brochure, fact sheets and other publications. May take photographs or video of internal and external events, and maintains database of images.

Coordinates the outreach and community relations program for the organization. Arranges meetings with District Council Members, ANC Commissioners, members of the clergy, school and university officials, non-profit organizations, advocacy groups, local and national law enforcement agencies, and/or others, as appropriate.

May be required to process requests for information submitted under the D.C. Freedom of Information Act (FOIA), which involves analyzing requests to determine applicability of the Act; applying appropriate provisions of the Act and applicable statutes, laws and directives to determine whether exemptions permit denial of access; preparing replies to requester, citing the basis for any denial; advising requester of appellate rights and procedures; and completing actions within statutory time limits set for the FOIA. Keeps abreast of current D.C. Government policies and directives regarding FOIA.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of the mission, functions, and goals of the organization to facilitate communication between the organization and its publics on program-related problems, activities or issues.

Thorough knowledge of communication principles, methods and techniques, and skill in applying them to oral and written communications, in order to develop strategies; and disseminate information concerning organization programs, activities and functions.

Skill in making oral presentations designed to obtain cooperation and open communications between the organization, target audiences, media and general public. Skill in writing a variety of articles, speeches, news releases in conveying information and clarifying organization's operations, programs and activities to specialized audiences and general public.

Skill in applying analytical techniques in the collection, summary and analyses of public comments/complaints, and organization information program materials; and in recommending improvements in the delivery of program information to affected individuals and groups.

Knowledge of applicable laws, regulations, directives and policies made under Freedom of Information Act (FOIA) in the preparation of responses to requests for information, and in the statutory time limitations.

SUPERVISORY CONTROLS

The supervisor sets the overall goals of the various plans or projects assigned. The incumbent, with the supervisor, establishes the nature of the communication plans, deadlines for implementation, and the various phases to be achieved. The incumbent independently plans and carries out the complete cycle of the analysis process, resolving most problems or deviations encountered in the assignment, but consults with the supervisor where policy has been established. Completed work is reviewed for adherence to established policies and meeting the expected goals of the project.

GUIDELINES

Guidelines primarily consist of organizational policies, directives and procedures, D.C. government laws, rules, and regulations, public information and involvement manuals, and other guides that are generally of limited use in developing communication plans for new or significantly different problems, or issues encountered. Incumbent uses sound judgment in altering or modifying standard communications techniques and practices when dealing with unique situations that arise or to develop new methods, criteria, or proposed new policies.

COMPLEXITY

The work involves planning and developing communication plans, conveying information to various publics, which include identifying audiences; determining the most effective media outlet to use in reaching the audiences and general public; developing written materials; securing assistance of individuals and groups from the community; and developing recommendations from an analysis of public feedback from the publics affected both external and internal. Decisions regarding what needs to be done require an analysis of issues and problems affecting various publics; developing effective communication strategies that will effectively transmit the information necessary for the public's understanding of the issues; and establishing ways of obtaining feedback on effectiveness of program efforts. The work requires planning and coordinating a public affairs program; and analyzing a variety if feedback from external and internal audiences in developing recommendations for management on the overall improvement of the public affairs program.

SCOPE AND EFFECT

The purpose of the work is to conduct the public affairs program for an organization with responsibilities for the full framework of communication to facilitate the effective communication between management and various publics internal and external. The work involves developing and providing staff direction involving all public information, internal information, and community relations activities. The work contributes to the effective and efficient accomplishment of the organization's objectives, which facilitates the attainment of the total mission.

PERSONAL CONTACTS

Contacts are made with organizational staff personnel, media, government/organizational officials, public organization personnel, community organizations, and general public.

PURPOSE OF CONTACTS

The purpose of contacts is to inform internal and external publics of District of Columbia organization operations and activities; to disseminate information regarding the organization; to encourage a greater intercommunication between the organization and local communities; and to advise management on responding to local group or media misunderstanding of organization programs and activities.

PHYSICAL DEMANDS

The work involves research within the office, and carrying light objects such as files, books and documents. The incumbent occasionally travel to meetings in the community for the purpose of making arrangements for staff to appear at public events.

WORK ENVIRONMENT

Work is performed in an office setting, and sometimes in various neighborhoods around the District of Columbia.

Question 1_ONSE_FY26_Organizational Chart_NS0
Office of Neighborhood Safety and Engagement (ONSE)
Organizational Chart
FY 2026

Kwelli Sneed
Executive Director
00093248
EX-09

Tori Golden
Executive Assistant
00109907
CS-13

Anthony Iwobi
Agency Fiscal Ofr
00105523
MS-14

Samson Buba
Senior Budget Analyst
00105558
CS-13

VACANT
Chief of Staff
00097857
MS-16

OPERATIONS

Kiana Royster
Special Assistant
00104261
CS-13

Porscha Mills
Interim Chief Operating Officer**
00109090
MS-15

Tiffany Simmonds
Executive Assistant
00102711
CS-12

BUDGET

Patricia Ross-King
Resource Allocation Ofc
00097293
CS-14

VACANT
Resource Allocation Ofc
00099982
CS-13

FTE:2

GRANTS

Bridgette Sledge
Grants Mgmt Ofr
00094655
MS-14

Malik Lang
Grants Mgmt Spec
00106030
CS-13

Darienne Feres-Merchant
Grants Mgmt Spec
00109906
CS-13

VACANT
Executive Assistant
00092169
CS-12

Ian Syblis
Program Support Spec
00105614
CS-09

FTE: 5

HUMAN RESOURCES

VACANT
Human Resources Mgr
00097972
MS-14

Eileen Perry**
Interim Human Resources Mgr
00097761
MS-14

VACANT
Program Support Spec
00109908
CS-09

FTE: 3

ADMINISTRATIVE SERVICES

VACANT
Administrative Ofr
00105402
MS-14

Lisa Smiley
Asset Specialist
00102782
CS-14

Dodson Robey
Support Services Spec
00102708
CS-12

Marcus Allen
Program Support Spec
00094688
CS-11

Reginald Gray
Program Support Spec
00109001
CS-09

Cheyenne Dreher
Program Support Asst
00105613
CS-07

FTE: 6

GOVERNMENT RELATIONS

Julia Irving
Deputy Director
00109004
EX-10

PATHWAYS PROGRAM (Education & Training)

Brian Atkins
Program Manager
00102795
MS-13

Sherman Justice
Lead Program Coordinator
00106035
CS-13

Rohullah Niazi*
Contract Specialist
00111488
CS-13

Akande Johnson
Training Specialist
00106032
CS-12

Akil Waite
Outreach Services Program Spec
00108994
CS-12

VACANT
Management Analyst
00105653
CS-11

VACANT
Outreach Specialist
00106037
CS-11

Timothy Hardy
Outreach Specialist
00102709
CS-11

Aman Ball
Outreach Specialist
00097290
CS-11

Shawn Coleman
Program Support Spec
00106031
CS-09

Alvin Pringle
Program Support Asst
00105611
CS-07

Leroy Quarles
Program Support Asst
00105612
CS-07

FTE: 12

FAMILY AND SURVIVOR SUPPORT & CASE MANAGEMENT

Jeffrey Hill
Program Manager
00095414
MS-13

April Shepherd
Lead Program Coordinator
00088472
CS-13

Kelley Johnson
Program Analyst
00109085
CS-12

Kendia Wyder
Case Manager
00106034
CS-12

Takayla Walker
Case Manager
00115175
CS-12

VACANT
Case Manager
00097217
CS-12

VACANT
Case Manager
00085596
CS-12

VACANT
Case Manager
00094687
CS-12

VACANT
Case Manager
00115174
CS-12

VACANT
Case Manager
00115176
CS-12

VACANT
Case Manager
00115173
CS-12

Teivon Johnson
Case Manager
00094699
CS-11

Kenya Douglas
Case Manager
00105661
CS-11

VACANT
Outreach Specialist
00106036
CS-11

FTE: 14

PERFORMANCE AND DATA

Heather McGowan
Compliance & Perfm Ofr
00106029
MS-14

COMPLIANCE

Kimble Teel
Compliance Specialist
00108993
CS-12

Cecelia Thomas
Compliance Specialist
00094656
CS-12

VACANT
Compliance Specialist
00094654
CS-12

VACANT
Compliance Specialist
00109007
CS-12

FTE: 4

PERFORMANCE MANAGEMENT & DATA

VACANT
Data Scientist
00094657
CS-13

Jermia Huff
Program Analyst
00105652
CS-12

FTE: 2

PUBLIC AFFAIRS

VACANT
Public Info Officer
00109084
MS-14

COMMUNICATIONS

Victoria Cooke
Public Affairs Specialist
00106053
CS-12

Nokomis Hunter
Program Analyst
00108231
EX-06

FTE: 2

Javier Caballero
Contractor
(Public Affairs)

GENERAL COUNSEL

John Cheek
General Counsel
00105162
LX-02

LEGAL

VACANT
Attorney Advisor
00109003
CS-12

Dudley Louis
Paralegal Specialist
00105660
CS-12

FTE: 2

Treasure Coleman
Position funded by DOES (Office of General Counsel)

VIOLENCE INTERVENTION

Shakitha Knight
Associate Director
00097211
MS-14

Jasmine Logan
Staff Assistant
00109006
CS-11

VIOLENCE INTERVENTION

Karleton Thomas
Violence Intervention Ofr
00106052
MS-13

Flavia Arrieta Gutierrez
Outreach Services Program Spec (Bi-Lingual)
00102709
CS-11

Carlos Gonzales
Outreach Specialist
00108997
CS-11

Jamia Richardson
Outreach Specialist
00108996
CS-11

Chauncey Beard
Outreach Specialist
00108999
CS-11

Ronald Whaley
Outreach Specialist
00108998
CS-11

Gary Johnson
Outreach Specialist
00108995
CS-11

VACANT
Outreach Specialist
00097672
CS-11

VACANT
Outreach Specialist
00102710
CS-11

VACANT
Outreach Specialist
00105650
CS-11

VACANT
Outreach Specialist
00105656
CS-09

VACANT
Outreach Specialist
00105657
CS-09

Amber Shaw
Program Support Spec
00097289
CS-09

VACANT
Program Support Asst
00105654
CS-07

VACANT
Program Manger
000106004
MS-13

Delia Williams
Management Analyst
00102790
CS-13

Kimberly Pinkney
Program Coordinator
00109089
CS-12

Herman Witten
Compliance Specilist
00106055
CS-12

Kanesha Jackson
Compliance Specialist
00109091
CS-12

VACANT
Program Analyst
00109005
CS-11

Apreya Days
Program Support Spec
00106054
CS-09

VACANT
Program Support Spec
00105655
CS-09

FTE: 22

Notes:
Approved FTE: 88
Filled: 59
Vacant: 29
Contractor: 1
Funded by DOES: 1

*Assigned from OCP (through MOU)

**Incumbent is serving in interim capacity (temporary promotion)

Updated: February 11, 2026

Program	CostCenter	Position Number	Vacant Status	Position Title	Employee Name	Grade	Step	Salary	Reg/Temp/Term
100151	80250	00094688	Filled	Program Support Specialist	Allen,Marcus	11	4	$71,579.00	Term
800181	80253	00102795	Filled	Program Manager	Atkins,Brian	13	0	$135,000.00	Reg
800181	80253	00097290	Filled	Outreach Specialist	Ball,Aman	11	5	$73,677.00	Reg
800183	80255	00108999	Filled	Outreach Specialist	Beard,Chauncey E	11	5	$73,677.00	Reg
150003	10001	00105523	Filled	Senior Budget Analyst	Buba,Samson M	13	5	$120,452.00	Reg
100151	80250	00105162	Filled	General Counsel	Cheek,John J.	2	0	$176,000.00	Reg
800181	80253	00106031	Filled	Program Support Specialist	Coleman,Shawn	9	4	$59,378.00	Term
100151	80250	00106053	Filled	Public Affairs Specialist	Cooke,Victoria Renee	12	6	$93,311.00	Reg
800183	80255	00106054	Filled	Program Support Specialist	Days,Apreya	9	2	$55,915.00	Term
800179	80251	00105661	Filled	Case Manager	Douglas,Kenya	11	1	$65,285.00	Reg
100151	80250	00105613	Filled	Program Support Assistant	Dreher,Cheyenne	7	4	$49,533.00	Reg
100151	80250	00109906	Filled	Grants Management Specialist	Feres-Merchant,Darienne A	13	4	$102,018.00	Term
100151	80250	00109907	Filled	Executive Assistant	Golden,Tori Samone	13	10	$119,916.00	Reg
800183	80255	00108997	Filled	Outreach Specialist	Gonzalez,Carlos F	11	4	$71,579.00	Term
100151	80250	00109001	Filled	Program Support Specialist	Gray,Reginald Xavier	9	4	$59,378.00	Term
800183	80255	00102709	Filled	Outreach Services Program Specialist	Gutierrez Arrieta,Flavia C	11	4	$71,579.00	Term
800181	80253	00097215	Filled	Outreach Specialist	Hardy,Timothy	11	6	$75,775.00	Reg
800179	80251	00095414	Filled	Program Manager	Hill,Jeffrey	13	0	$119,415.60	Reg
100151	80250	00105652	Filled	Program Analyst	Huff,Jermia	12	7	$95,816.00	Term
100151	80250	00108231	Filled	Program Analyst, PD is Program Analyst 12	Hunter,Nokomis	6	0	$95,816.00	Reg
100151	80250	00109004	Filled	Deputy Director	Irving,Julia J	10	0	$180,000.00	Reg
150003	10001	00105558	Filled	Agency Fiscal Officer	Iwobi,Anthony	14	10	$162,565.00	Reg
800183	80255	00109091	Filled	Compliance Specialist	Jackson,Kanesha R	12	1	$80,784.00	Term
800183	80255	00108995	Filled	Outreach Specialist	Johnson Jr.,Gary D	11	4	$71,579.00	Term
800181	80253	00106032	Filled	Training Specialist	Johnson,Akande	12	4	$88,300.00	Term
800179	80251	00109085	Filled	Program Analyst	Johnson,Kelley	12	3	$85,794.00	Reg
800179	80251	00094699	Filled	Case Manager	Johnson,Teivon	11	5	$73,677.00	Reg
800181	80253	00106035	Filled	Lead Program Coordinator	Justice,Sherman A	13	2	$96,052.00	Reg
100151	80250	00106030	Filled	Grants Management Specialist	Lang,Malik	13	5	$105,001.00	Reg
800183	80255	00097211	Filled	Associate Director Special Programs	Leavy,Shakitha	14	0	$140,000.00	Reg
800183	80255	00109006	Filled	Staff Assistant	Logan,Jasmine	11	4	$71,579.00	Term
100151	80250	00105660	Filled	Paralegal Specialist	Louis,Dudley	12	4	$88,300.00	Reg
100151	80250	00106029	Filled	Strategic Planning and Performance Officer	McGowan,Heather A.	14	0	$147,000.00	Reg
100151	80250	00109090	Filled	Chief Operating Officer	Mills,Porscha M	15	0	$147,000.00	Reg
800181	80253	00111488	Filled	Contract Specialist	Niazi,Rohullah	13	3	$113,607.00	Reg
100151	80250	00097761	Filled	Human Resources Manager (Interim) - PD is HR Specialist	Perry,Eileen U	14	0	$120,000.00	Temp
800183	80255	00109089	Filled	Program Coordinator	Pinkney,Kimberley P	12	2	$83,289.00	Reg
800181	80253	00105611	Filled	Program Support Assistant	Pringle,Alvin	7	4	$49,533.00	Term
800181	80253	00105612	Vacant	Program Support Assistant	Quarles, Leroy	7	0	$44,859.00	
800183	80255	00108996	Filled	Outreach Specialist	Richardson,Jamia R	11	10	$84,167.00	Reg
100151	80250	00102708	Filled	Support Services Specialist	Robey,Dodson	12	4	$88,300.00	Reg
100151	80250	00097293	Filled	Resource Allocation Officer (PD is Resource Allocation Analyst 14)	Ross,Patricia A	14	10	$141,707.00	Reg
100151	80250	00104261	Filled	Special Assistant	Royster,Kiana Marie	13	3	$99,035.00	Reg

Program	CostCenter	Position Number	Vacant Status	Position Title	Employee Name	Grade	Step	Salary	Reg/Temp/Term
800183	80255	00097289	Filled	Program Support Specialist	Shaw,Amber	9	2	$55,915.00	Term
800181	80253	00088472	Filled	Lead Program Coordinator	Shepherd,April M.	13	4	$102,018.00	Reg
100151	80250	00102711	Filled	Executive Assistant	Simmonds,Tiffany	12	4	$88,300.00	Term
100151	80250	00094655	Filled	Grants Management Officer	Sledge,Bridgette D.	14	0	$122,063.00	Reg
100151	80250	00102782	Filled	Asset Specialist	Smiley,Lisa K	14	6	$127,615.00	Reg
100151	80250	00093248	Filled	Executive Director	Sneed,Kwelli D.	9	0	$196,139.39	Reg
100151	80250	00105614	Filled	Program Support Specialist	Syblis,Ian Jonathan	9	4	$59,378.00	Term
100151	80250	00108993	Filled	Compliance Specialist	Teel, Kimble L	12	5	$90,805.00	Reg
800183	80255	00106052	Vacant	Violence Intervention Officer	Thomas, Karleton	13	0	$119,416.00	
100151	80250	00094656	Filled	Compliance Specialist	Thomas,Cecilia E	12	5	$90,805.00	Reg
800181	80253	00108994	Filled	Outreach Services Program Specialist	Waite,Akil	12	1	$80,784.00	Term
800181	80253	00115175	Filled	Case Manager	Walker,Takayla	12	1	$80,784.00	Term
800183	80255	00108998	Filled	Outreach Specialist	Whaley,Ronald	11	5	$73,677.00	Reg
800183	80255	00102790	Filled	Management Analyst	Williams,Delia	13	2	$96,052.00	Reg
800183	80255	00106055	Filled	Compliance Specialist	Witten,Herman Melvin	12	1	$80,784.00	Term
800181	80253	00106034	Filled	Case Manager	Wyder,Kendia	12	2	$83,289.00	Reg
100151	80250	00105402	Vacant	Administrative Officer		14	0	$137,328.50	
800183	80255	00109003	Vacant	Attorney Advisor		12	0	$91,650.00	
800179	80251	00097217	Vacant	Case Management Coordinator (Case Management Specialist)		12	0	$80,784.00	
800179	80251	00085596	Vacant	Case Manager		12	0	$80,784.00	
800181	80253	00094687	Vacant	Case Manager		12	0	$80,784.00	
800181	80253	00115173	Vacant	Case Manager		12	0	$80,784.00	
800181	80253	00115174	Vacant	Case Manager		12	0	$80,784.00	
800181	80253	00115176	Vacant	Case Manager		12	0	$80,784.00	
100151	80250	00097857	Vacant	Chief of Staff		16	0	$169,148.00	
100151	80250	00094654	Vacant	Compliance Specialist		12	0	$80,784.00	
800183	80255	00109007	Vacant	Compliance Specialist		12	0	$80,784.00	
100151	80250	00094657	Vacant	Data Scientist		13	0	$93,069.00	
100151	80250	00092169	Vacant	Executive Assistant		12	0	$80,784.00	
100151	80250	00097972	Vacant	Human Resources Manager		14	0	$137,328.50	
800181	80253	00105653	Vacant	Management Analyst		11	0	$65,285.00	
800183	80255	00105656	Vacant	Outreach Specialist		9	0	$54,183.00	
800183	80255	00105657	Vacant	Outreach Specialist		9	0	$54,183.00	
800183	80255	00097672	Vacant	Outreach Specialist		11	0	$65,285.00	
800181	80253	00102710	Vacant	Outreach Specialist		11	0	$65,285.00	
800181	80253	00106036	Vacant	Outreach Specialist		11	0	$65,285.00	
800181	80253	00106037	Vacant	Outreach Specialist		11	0	$65,285.00	
800183	80255	00105650	Vacant	Outreach Specialist		11	0	$65,285.00	
800183	80255	00109005	Vacant	Program Analyst		11	0	$65,285.00	
800181	80253	00106004	Vacant	Program Manager		13	0	$119,416.00	
800183	80255	00105654	Vacant	Program Support Assistant		7	0	$44,859.00	
800183	80255	00105655	Vacant	Program Support Specialist		9	0	$54,183.00	
100151	80250	00109908	Vacant	Program Support Specialist		9	0	$54,183.00	
100151	80250	00109084	Vacant	Public Information Officer		14	0	$137,328.50	
100151	80250	00099982	Vacant	Resource Allocation Officer		13	0	$93,069.00	

FY25 Grants Received
Last Updated: February 9, 2026

Agency Name:	Office of Neighborhood Safety and Engagement (ONSE)

Official Grant Name	**Grant Type (Federal or Private)**	**Grantor/Agency Name (Federal or Private)**	**Federal Listing of Assistance (formerly known as CFDA #)**	**Grant Period of Performance / Obligation Period (e.g. 01/01/2019 - 12/31/2020)**	**Liquidation/Federal Drawdown Deadline**	**DIFS Award #(s)**	**Total Award Amount**	**Sum of Expenses, Commitments & Obligations in FY25**	**Sum of Available Budget (Unspent Amount) at End**	**If lapsed, Amount Left in Federal Account**	**Grant Purpose**	**Federal COVID Response (Yes/No - If Yes indicate the amount of the grant that is the result of the Federal COVID response and the Federal COVID response legislation that funded the grant.)**	**Additional Notes**
SNAP Employment and Training		DC Department of Human Services (DHS)	Unknown	October 1, 2024 - September 30, 2025	N/A	N/A	$537,938.00	$ 277,644.00	$260,294.00	N/A	Case management services and employment opportunities for ONSE Pathway participants	No	Funds were provided through MOU (Intradistrict)

Agency Name:	Office of Neighborhood Safety and	
Official Grant Name	**Grant Type (Federal or Private)**	**Grantor/Agency Name (Federal or Private)**

Office of Neighbo
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Engagement (ONSE)	

Federal Listing of Assistance (formerly known as CFDA #)	Grant Period of Performance / Obligation Period (e.g. 01/01/2019 - 12/31/2020)	Liquidation/Federal Drawdown Deadline

rhood Safety and Engagement
rants Received
ed: February 9, 2026

DIFS Award #(s)	Total Award Amount	Sum of Expenses, Commitments & Obligations in FY25	Sum of Available Budget (Unspent Amount) at End	If lapsed, Amount Left in Federal Account

	$ -			$ -

Grant Purpose	Federal COVID Response (Yes/No - If Yes indicate the amount of the grant that is the result of the	Additional Notes

FY25 Grants Issued

Grantee Name	Grant Number	Grant Purpose - Description of Services	Competitive or Sole Source	GrantTotal if multi-year	FY25 Grant Amount	Funding Source (local, federal, private, special revenue, specify if ARPA)	Notes
East of the River #2	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 490,250.75	Local	January 1 - September 30, 2025
East of the River #5	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 857,264.37	Local	January 1 - September 30, 2025
Hillcrest Children & Family Center	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 915,032.00	Local	January 1 - September 30, 2025
Innercity Collaborative Community Development	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 590,863.34	Local	January 1 - September 30, 2025
J&J Monitoring solutions	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 1,010,036.37	Local	January 1 - September 30, 2025
National Association for the Advancment of Returning Citizens	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 766,532.50	Local	January 1 - September 30, 2025
Together We Rise Community Development Foundation	N/A	Empowering Communities Through Innovative Violence Intervention Grant	Competitive	N/A	$ 1,512,000.59	Local	January 1 - September 30, 2025
A Better Choice	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Citilife Development	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 5,000.00	Local	August 1 - September 30, 2025
Exodus Treatment Center	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Father Factor inc	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Mommas Safe Haven	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
MRG Services	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Seeding Stories	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Sisters4Sisters Inc	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Uniting our Youth	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
V7 Candle and Soap	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Beacon House	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Beta Omega Social Services	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Chesapeak Bay	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Do the Write Thing	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Ethiopian Community Services and Development	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Goodprojects	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Innercity Collaborative Community Development	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 7,499.32	Local	August 1 - September 30, 2025
Many Languages One Voice	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Next Level Enterprises	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Open Goal Project	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Schmidts Electrical	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
SchoolTalk	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 9,955.55	Local	August 1 - September 30, 2025
So What Else	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Theater Alliance	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Ward 7 Blue Bulls	N/A	Grief Support and Gun Violence Reduction	Competitive	N/A	$ 10,000.00	Local	August 1 - September 30, 2025
Bold Yoga	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Chesapeak Bay	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Crowned in Resilience	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Do the Write Thing	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Discovery Construction	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
East of the river clergy Police Community Partnership	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Empowerment Enterprise 2	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Faenita Dilworth	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Fearlyss Journey Movement	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Free Lunch	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)

FY25 Grants Issued

Grantee Name	Grant Number	Grant Purpose - Description of Services	Competitive or Sole Source	GrantTotal if multi-year	FY25 Grant Amount	Funding Source (local, federal, private, special revenue, specify if ARPA)	Notes
Goodprojects	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Many Languages One Voice	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Innercity Collaborative Community Development	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Mathew Memorial Baptist Church	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Mint Project	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Open Goal Project	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Opportunties for Deserving Children	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
P.A.S.S	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Payton Path	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Project Purpose	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Representation for the Bottom	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Schmidts Electrical	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Sisters4Sisters Inc	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
So What Else	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Youth Guidance	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Triumphant Leaders Mentoring	N/A	Gun Violence Prevention Mini Grant	Competitive	N/A	$ 10,000.00	Private	Greater Washington Community Foundation October 1 - September 30, 2025 (Continuation from FY24)
Progressive Life Center	N/A	Empowering Change Against Gun Violence	Non-Competitive/Sole Source	N/A	$ 1,000,000.00	Local	October 1 - December 31, 2024 (Continuation from FY22)
				$ -	**$ 7,644,434.79**		

FY26 Grants Issued

Grantee Name	Grant Number	Grant Purpose - Description of Services	Competitive or Sole Source	Grant total, if multi-year	FY26 Grant Amount	Funding Source (local, federal, private, special revenue, specify if ARPA)	Notes
East of the River Ward 2	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 374,252.46	Local	January 1 - September 30, 2026
East of the River Ward 5	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 551,507.28	Local	January 1 - September 30, 2026
GoodProjects	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 378,812.79	Local	January 1 - September 30, 2026
Innercity Collaborative Community Development	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 359,421.88	Local	January 1 - September 30, 2026
Johnson Family Services	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 748,535.15	Local	January 1 - September 30, 2026
National Association for the Advancment of Returning Citizens	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 366,763.75	Local	January 1 - September 30, 2026
Together We Rise Community Development Foundation	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 525,439.51	Local	January 1 - September 30, 2026
Our Community Support Services	N/A	Gun Violence Reduction Strategy (GVRS) Grant	Competitive	N/A	$ 295,281.25	Local	January 1 - September 30, 2026
Father Factor Anacostia	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
Father Factor Highlands	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
Father Factor Sursum Corda	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
National Association for the Advancment of Returning Citizens	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
National Association for the Advancment of Returning Citizens	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
National Association for the Advancment of Returning Citizens	N/A	Cure the Streets Grant (CTS)	Competitive	N/A	$ 750,000.00	Local	October 1 - September 30, 2026 (Solicited through OAG)
East of the River Ward 2	N/A	Empowering Innovative Grant	Competitive	N/A	$ 163,416.00	Local	October 1 - December 31, 2025
East of the River Ward 5	N/A	Empowering Innovative Grant	Competitive	N/A	$ 285,754.00	Local	October 1 - December 31, 2025
Hillcrest Children & Family Center	N/A	Empowering Innovative Grant	Competitive	N/A	$ 297,382.05	Local	October 1 - December 31, 2025
Innercity Collaborative Community Development	N/A	Empowering Innovative Grant	Competitive	N/A	$ 196,953.96	Local	October 1 - December 31, 2025
J&J Monitoring Solutions	N/A	Empowering Innovative Grant	Competitive	N/A	$ 336,678.00	Local	October 1 - December 31, 2025
National Association for the Advancment of Returning Citizens	N/A	Empowering Innovative Grant	Competitive	N/A	$ 246,859.45	Local	October 1 - December 31, 2025
Together We Rise Community Development Foundation	N/A	Empowering Innovative Grant	Competitive	N/A	$ 504,000.00	Local	October 1 - December 31, 2025
				$ -	**$ 10,131,057.53**		

Maintained Databses By ONSE
Last Updated: February 5, 2026

Databases maintained by agency [FY 2026]

Database name	Detailed description of information within databse	Date of database establishment	Date of most recent database upgrade	Date of planned upgrade (if applicable)	Is the database public? (Y/N)	If publicly accessible, where can it be accessed?	If only a subset of database is publicly accessible, please describe the portion that is publicly accessible.
QuickBase	ONSE System of Record: Houses all ONSE Program and Participant data in the ONSE One App. Beginning in FY26 this includes data for the Cure the Streets (CTS) VI Grant Program.				N	N/A	N/A
Smartsheet	Used to manage data collection and reporting for FY25 and FY26 community base violence intervention grantees.				N	N/A	N/A
Box Account	Used for records management and document Storage; Can also be used for outside entities to upload documents and submit to ONSE.				N	N/A	N/A
Zoom Grants	RFA and Grant Application, Grant Reviewers scores, Essential Grant-related documentation (budget, grant agreement, etc.)				N	N/A	N/A

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I. Introduction

The Office of Neighborhood Safety and Engagement (ONSE) has awarded select non-profit community-based organizations (hereinafter referred to as Grantee(s)) to operate Cure the Streets (CTS) programs within specific assigned neighborhood target areas[1] in the District. CTS employs local, credible individuals who have deep ties to the target neighborhoods and networks of trust-based relationships with residents within these neighborhoods. CTS is a public safety program that aims to reduce gun violence in the neighborhoods in which it operates.

II. Allowable and Prohibited Uses

ALLOWABLE	PROHIBITED	

• Personnel & salaries
• Fringe benefits
• Program supplies
• Marketing materials
• Operating costs
  ○ Rent
  ○ Insurance
  ○ Utilities
  ○ Internet/Wi-Fi Service
  ○ Phone service
• Participant costs
• Contracts
• Indirect expenses
• Other costs*
 	
***Subject to ONSE approval**
	• Lobbying
	• Unapproved major equipment such as vehicles
	• Interest payments on loans, bad debt
	• Land purchases
	• Any programs, initiatives, or activities not directly associated with the grant program
	• To pay legal action against the District
	• Grant writing services
	• Contingencies
	• Indemnity insurance
	• Self-insurance
	• Re-granting (also known as sub-granting), sub-awarding, or subcontracting, unless previously approved by ONSE
	• Public relations of the organization
	• Faith-based activities
	• Cash incentives or gift cards (other than nominal amounts)
	• Tuition, awards, and scholarships
		• To cover any expenses made prior to the grant award
		• To supplant (replace) funds from other grant sources
		• Entertainment, alcoholic beverages, illegal drugs
		• General governance costs
		• Contributions or donations to outside organizations
		• Fundraising
		• Election expenses
		• Retirement or pension plans
		• Post-retirement benefits
		• Legal expenses or professional service costs
		• Fines and penalties, including any fines and penalties of any grant awards
		• Investment management costs
		• Staff or board bonuses, incentives, scholarships, and any payments to members of the Board of Directors

[1] The six FY26 CTS sites are (1) Trinidad | Arboretum, (2) Sursum Corda | Ivy City, (3) Historic Anacostia | Fairlawn, (4) Washington Highlands, (5) Trenton Park | Wahler Place, and (6) Congress Heights.

III. Program Overview

A. Program Description and Purpose

CTS is a public safety program that operates in high-violence neighborhoods using a data-driven, public-health approach to gun violence by treating it as a disease that can be interrupted, treated, and stopped from spreading. Research and data show that empowering communities to interrupt violence, intervening with those most likely to commit or be victims of violence, and changing norms around violence can have long-lasting impacts. ONSE staff manage grants to organizations that administer the program and monitor data regarding its efficacy.

Core required implementation components:

1. Develop and maintain networks of neighborhood contacts and relationships that enable detection of potentially violent conflicts so that program staff may intervene to de-escalate and mediate them to prevent violence.
2. Identify and establish relationships with the highest-risk individuals to reduce their risk of involvement in gun violence.
3. Encourage and enable changes in community norms that are predictors of gun violence in high-violence-rate neighborhoods.
4. Continually analyze data to ensure proper program implementation and identify trends and changes in gun violence activity.
5. Ensure staff attendance and participation in all training and technical assistance.

B. Role of the Selected Grantee and ONSE

A. Role of Grantee

<u>Programmatic</u>

Each grantee is responsible for faithfully implementing the CTS program model in the day-to-day operations of their CTS program(s), including assurance of reliable program data collection, program oversight, and regular periodic review of program data and program performance. The Grantee will implement the CTS program(s) within the boundaries of an ONSE-designated neighborhood target area that has experienced high rates of gun violence over the past three years.

For ease of reference, you may also see ***Appendix C: Target Sites Maps*** for the eligible areas.

<u>Personnel and HR</u>

The Grantee shall hire, manage, and support all program staff, subject to ONSE oversight. In addition, the Grantee will ensure that all CTS programs it operates faithfully implement all programmatic elements and activities of the CTS program model, including community

mobilization; planning and organizing community activities and public education; coalition building; and leading and participating in other activities that engage the community in this initiative.

The Grantee's frontline program staff (Outreach Workers and Violence Interrupters) must be trusted community insiders. While both outreach workers and violence interrupters should share some life experience with the high-risk population being served, outreach workers should have some experience and/or training in human services or working in a helping capacity with at-risk persons in transition and an innate helping impulse.

Frontline staff must live in the target community and/or have roots, history, and relationships in the target community. Frontline staff members should be known among high-risk people in the target neighborhood and be able to elicit the trust of the neighborhood's broader population. Formerly incarcerated people are eligible for employment.

CTS program managers should have periodic meetings with Metropolitan Police Department (MPD) commanders and community-based partners whose support is crucial to the project's success. Grantee program staff must organize community responses to every shooting that occurs within its assigned target area in the form of a rally, vigil, or other public demonstration. Each program must coordinate public education campaigns and organize at least one community event each month that promotes anti-gun violence messaging and alternatives to violence, and recruit residents to be the eyes and ears of the program.

Program staff must design or select existing relevant gun violence awareness and gun violence prevention messaging materials and distribute and post them throughout the community and on social media, encouraging community residents to contact program staff to alert them to neighborhood conflicts that program staff can intervene in and help to resolve before they escalate to violence.

B. Role of ONSE

Programmatic

ONSE will provide regular program monitoring, reviewing programmatic aspects of the program to ensure adherence to the Grant Agreement and scope of work/services as well as faithful and effective implementation of the CTS program model. ONSE will also provide various technical assistance trainings to support the implementation of this project.

ONSE will serve as the leading technical support advisor to the Grantee by providing advice on assessing applicants for program jobs, arranging training of project staff, assisting with problem-solving at the program level, and generally supporting Grantee grantees in effectively implementing the CTS program in their assigned program target neighborhoods.

Fiscal and Administrative

ONSE will oversee and direct fiscal and administrative matters, including receiving and reviewing reports from the Grantee; reviewing, processing, and ensuring payment of approved Grantee invoices; monitoring program budgets and expenditures; tracking and documenting personnel changes and actions; ensuring provision of staff training and support services; and generally ensuring compliance with the terms of the Grant Agreement and these Program Guidelines.

C. Available Funding and Grant Period

The term of the grant shall be October 1, 2025, through September 30, 2026.

ONSE reserves the right, without prior notice, to reduce or cancel one or more of the program implementation awards listed in the Fiscal Year 2026 (FY26) ONSE Community-Based Grant Request For Application (RFA), reject all applications, adjust total funds available, or cancel the FY26 ONSE Community-Based Grant RFA, in part or whole.

Funding levels of the respective programs and budget amounts in the grant, grant agreement, or related documents, if awarded, are contingent on continued federal and/or District funding, grantee performance, and potential reduction, elimination, or reallocation of funds in accordance with applicable sections in the grant award or agreement.

D. Internal Controls

Participant Case Management

In FY26, CTS grantees are required to share relevant participant information for every participant carried on an outreach worker's or violence interrupter's caseload. ONSE will provide a program intake form that must be completed for each participant. Failure to complete the participant intake form may result in the denial of participant-associated expense reimbursement requests and a notice of deficiency.

Inventory

Grantees must conduct inventories of equipment purchased with grant funds to reconcile property to their records. Grantees should maintain an inventory report during the grant term and make it available upon request or inspection. Inventory reports should be updated after each grant-related purchase. A similarly updated inventory is required as part of the audited financial statement. Grantees must report any lost or stolen equipment of significant value (i.e., electronics, uniforms) purchased with ONSE funds to the Grant Administrator or their designee within 24 hours of the incident, describing their investigation into the loss and steps being taken to avert further loss.

Depreciation or use charges on equipment acquired under a federally or district-supported project are unallowable.

Grantees must maintain property/inventory records for all equipment purchased with grant funds for three (3) years after the term of the grant. Records must include a description of the equipment, the manufacturer's serial number, model number, or other identification number, source of the purchase, date of purchase, cost, percentage of ONSE grant funds used in the purchase, condition of the equipment, and information on disposition if the equipment has been disposed of or sold.

ONSE reserves the right to conduct in-person inspections to account for inventory purchased using ONSE grant funds. ONSE will provide advance notice to Grantees to request in-person inspections. The notice will include the list of items to be verified, and the date and time of the inspection.

Financial Conflict of Interest

Grantees should ensure that no direct or indirect financial conflict of interest arises during the grant's implementation and address any conflicts immediately. Failure to address financial conflicts of interest may result in a notice of deficiency, suspension, or termination of the grant.

The Financial Conflict of Interest Practices outlined below apply to all Grantees awarded an ONSE grant, staff and personnel paid using ONSE grant funds, and/or contractors, and vendors paid with ONSE grant funds.

1. **2 CFR § 200.459**

   "Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not *officers or employees of the non-Federal entity, are allowable*."

   Per 2 CFR § 200.459, employees of selected Grantees may not be paid using grant funds for professional or consultant services. Failure to adhere to 2 CFR § 200.459 will result in a repayment of funds to the District, and may result in a notice of deficiency, suspension, or termination of the grant.

2. **Financial Gain**

   A conflict of interest for financial gain shall be presumed when Grantees and any key staff member: (i) does business with, or serves as a director, trustee, officer, employee or holder of more than 10% of ownership interests of, paid vendors, contractors or subgrantees; (ii) is affiliated, either through employment or volunteer activities, with a vendor, contractor, or subgrantee: (iii) has any other formal affiliation or material interest with a vendor, contractor, or subgrantee; or (iv) could expect financial gain or

loss or other personal benefit from a financial decision or transaction with the vendor, contractor or subgrantee.

3. Non-Recurring Expenses

Grantee shall seek pre-approval from the Grant Administrator listed in the Grant Agreement for non-recurring one-time expenses over $1,000. Failure to do so may result in denial of reimbursement request(s) and a notice of deficiency.

4. Bank Statements

Grantees must submit a copy of monthly bank statements for all bank accounts in which ONSE grant funds have been deposited. The statements must be submitted to ONSE through reimbursement requests, or with monthly reporting submissions. Bank statements should be submitted contemporaneously with the monthly statement (current or past month) or within 14 days following the end of each month. Failure to share monthly bank statements may result in a delay of reimbursements, rejection of reimbursement requests, a notice of deficiency, suspension, or termination of the grant.

IV. Cure the Streets Model - Implementation

A. Model Overview

Staff Time and Attendance

A reliable record should be kept of all staff attendance (i.e., time of arrival and departure) and punctuality for CTS convenings. Records should be preserved indefinitely for future reference to determine appropriate disciplinary action or termination of employment for chronic absences and/or late arrival to shifts, meetings, events, etc. Violence Interrupters must work a daily schedule of work between 9am and 11pm, Monday – Saturday (and Sunday if climate is hot). Additionally, VIs are considered on-call to report unexpected incidents after 11:00 p.m., seven days a week.

During working hours, including when on call, VIs are expected to physically respond to incidents within one (1) hour of notice.

- Response includes but is not limited to: visiting the relevant community; video or telephone conferences (after visiting the affected community); visits to the hospital; meetings with ONSE Staff; meetings with internal Grantee staff; visiting high-risk individuals or individuals impacted by an incident; identifying the victim and if possible, the aggressor; communicating and/or visiting with all program participants to assess for safety; attentively listening for precipitating factors that led to the incident, gleaning information for the possibility of retaliation or additional violence; gauging the community's response to the incident; and/or identifying preliminary de-escalation strategies to incident;

To ensure standardization and accuracy of reported time, CTS grantees are required to utilize the uAttend time clock and provide copies of the timesheet reports to ONSE. Failure to adhere to this requirement may result in denial of reimbursement requests for payroll.

All members of the program team must be in uniform when reporting for the day's tour. Failure to comply shall result in dismissal for the workday without payment.

Daily Briefings and Debriefings

1. The Program Managers (and/or Site Supervisor) must convene daily briefings (15 to 30 minutes in duration) at the start of each work tour to present updated information on area conflicts and high-risk individuals; violent incidents and mediations; the day's goals; and clear instructions for the team to complete.
2. The Program Mangers (and/or Site Supervisor) must convene daily de-briefings (15 to 30 minutes in duration) at the end of each work tour to discuss the day's goals, updated

information on area conflicts and high-risk individuals; violent incidents and mediations; and clear instructions for the team to complete.

3. All staff are required to attend daily briefings and debriefings.

Staff Uniforms

Program staff must wear uniforms and identification (ID) badges when on their respective work tour or when publicly representing the program at events, meetings, etc. Program staff ID badges will be provided by ONSE.

The program budget provides assorted uniforms that are seasonal and weather-appropriate. Uniform designs should be consistent in color and design, and distinctive enough for team members to be recognized by residents and law enforcement. Uniforms should prominently display "Cure the Streets". Imprints on uniforms (and printed materials) must promote the Cure the Streets initiative. The logo or name of the implementing community-based organization may be included on uniforms, but should be unobtrusive (i.e., displayed on the sleeve, hem, or in small print).

ONSE reserves the right to design and require a standard uniform for program staff.

Weekly Staff Meetings

The Program Manager and Site Supervisor must convene the entire staff for weekly meetings to review violent incidents in the target area, mediations in progress, high-risk individuals to engage, community conditions or changes, community events, goals, accomplishments, challenges, etc.

Weekly Participant Review

The Program Manager and/or Site Supervisor will meet with the Outreach Workers at least once each week to review participant cases, recruitment plans and progress, individual participant cases (presented by Outreach Workers), risk reduction plans, caseload goals, and case management coaching and techniques.

Staff Supervision

Leadership staff must meet with each Outreach Worker and Violence Interrupter individually for supervision sessions. The sessions will include a review of accomplished and intended goals, challenges, performance feedback debriefing on Outreach Workers and Violence Interrupters' community observations and engagement in the target area. *(Site Supervisor and Program Manager may divide supervision of staff)*.

Program Managers must meet with the Site Supervisor individually for supervision sessions. The sessions will include a review of accomplished and intended goals, challenges, performance

feedback, and debriefing on the Site Supervisor's management of the team and engagement in the target area.

Data Entry

1. At the end of the day's tour, staff should convene to report the day's observations and issues.
2. Staff should enter and submit daily reports and other activity data for the day's tour.

Canvassing

1. Per the daily set goals, teams should canvass in pairs, groups, or as an entire outreach. ***No team members should canvass the neighborhood alone.***
2. Team members should **NOT** establish routine (i.e., regular or repeated) routes for canvassing. Canvassing routes should vary, and staff should regularly stop to engage with persons they encounter in the neighborhood briefly.
3. Canvassing teams should keep moving along their canvassing routes and **NOT** stand in one place for too long during their work tour.
4. The entire target area should be canvassed (block by block) at least once every 7 to 10 days.
5. CTS teams should walk their assigned sections of the program target area, introducing themselves and the CTS program to individuals they do not know and greeting and engaging with those they know.
6. All team members should affirmatively engage with residents, businesses, institution personnel, and others in the program target area to develop relationships and encourage people in the target area to alert them when they observe or otherwise learn of disputes and conflicts that might lead to violence.
7. The CTS team should distribute public education materials to those they encounter in the neighborhood. The organization should create and distribute different materials for high-risk people and low-risk/no-risk persons. The materials should include the telephone number of the program office and a member of the outreach team.
8. Flyers announcing events (e.g., community events, community response events, etc.) should be distributed while canvassing and posted in visible locations where permission to post has been obtained. Additional information regarding resources and neighborhood issues (e.g., health services, community meetings, and events) should be distributed while canvassing.
9. Hotspots and locations where high-risk individuals are known to congregate should be regularly visited while canvassing with the aim of getting to know the names and faces of those who frequent those locations.

Community Events

Each organization must plan, organize and host at least **one** (1) community event each month. Community event concept plans must be submitted at least seven days prior to the event. After-

action reports must also be submitted for each community event within 48 hours following the event. Failure to submit a concept plan and/or after-action report may result in a denial of reimbursement requests for community event-related expenses. ONSE reserves the right to define approvable types of community events held by CTS sites.

Grantees are required to submit pictures for all community and participant events via their assigned Box.com folder. Photos must be uploaded to Box.com within 7 **days** following the event.

Community events must be planned to serve the following purposes:

1. For the program staff to meet and obtain contact information from neighborhood residents to expand the program's network of support.
2. Convene neighborhood residents for recreation, entertainment, education, and/or community action.
3. Encourage neighborhood residents to occupy public space and demonstrate community convenings for positive experiences without violence.
4. Inform neighborhood residents about community issues, resources, meetings, events, and District initiatives.
5. Promote community safety, unity, and discouragement of gun violence.
6. Include an affirmative effort to provide an accurate count or close estimate of those in attendance.
7. Based on themes relevant to the program mission.

Program Participant Engagement

Each Outreach Worker should recruit, develop, and manage a caseload of 10 to 15 high-risk program participants.

Outreach Workers should be hired based on experience in aiding others (e.g., coach, counselor, customer service agent), outgoing personalities, and listening skills. While relationships within the community are important qualifications, communication skills, empathy, and an innate impulse to help other people are considered key to building and maintaining relationships with program participants.

Outreach Workers must contact each of their participants at least three times each week. Contact can be in-person, virtual, a phone call, or a text message. Each contact should be recorded and reported in the database. At least one contact with each participant should be in person and conducted in or near the participant's residence.

The goals of Outreach Workers' engagement with participants are:

- Prevent or discourage participation in conflicts
- Empower participants to manage conflicts without guns when engaged in conflicts

- Avoid involvement in any violence
- Help identify unmet needs and assist with meeting those needs
- Develop short-term and long-term goals with detailed plans

Each organization must plan, organize, and host at least two (2) participant events each month. Participant event concept plans must be submitted at least seven days before the event. After-action reports must also be submitted for each participant event within 48 hours following the event. Failure to submit a concept plan and/or after-action report may result in a denial of reimbursement requests for community event-related expenses. ONSE reserves the right to define approvable types of participant events held by CTS sites.

Outreach Workers (with the aid of the Site Supervisor and Program Manager) must organize and convene at least two (2) participant events each month that are appropriate for high-risk individuals with the aim of:

- Offering new, safe, legal recreational and learning experiences.
- Thoughtfully bringing small groups of high-risk individuals together for positive activities without aggression, confrontations, or violence.
- Expanding participants' vision of possibilities for a positive, crime-free, nonviolent lifestyle.
- Lowering participants' defenses for open dialogue and meaningful counseling and mentoring
- Sharing information about themselves and the high-risk population of the target neighborhood, to build trust and rapport

Participant events involving or mimicking violence must be avoided (e.g., paintball outings, Mixed Martial Arts (MMA) events).

Conflict Mediation

When the program is made aware of conflicts that have the potential of escalating to violence, the following steps should be taken:

1. Leadership staff will immediately convene and inform the team about what is known about the conflict: who is involved, how long the conflict has been brewing, what is known about the nature of the conflict, who the parties to the conflict are, and whether they are high-risk, medium-risk, or low-risk individuals (i.e., are any of the parties known to shoot people, known to be armed, known to have gun access, known violent group, member, etc.).
2. Determine whether any members of the program outreach team know any of the parties to the conflict. If unknown to team members, the team should next determine whether anyone knows a third party who has a relationship with one or more parties to the conflict.

3. Develop a plan (e.g., attempt to keep the parties apart; engage with one or more parties to the conflict to encourage talking about their issues, de-escalate their anger; or buy time by spending time with parties to the conflict).
4. The Program Manager and Site Supervisor will assign team members to lead the mediation with other team members in support. Team members should never attempt to mediate conflicts alone, nor should team members mediate conflicts without the knowledge of their Program Manager and Site Supervisor and the support of other team members. There should be no attempts at solo mediations.
5. Parties to conflicts should **NOT** be brought together until there has been significant de-escalation. If and when both parties (or representatives of the groups in conflict) meet with the mediators, extreme care must be taken to ensure safety regarding:

    a) Who will be the lead mediator.
    b) No one at the meeting is armed.
    c) The meeting location is agreed upon by all parties as being safe and secure.
    d) Clear knowledge of who will be present at the meeting.
    e) Ensuring both parties are committed to resolving the conflict.

6. When the meeting requires the services and skills of a mediator, the following steps should be taken:

    a) Mediation leaders try to establish contact with the parties to the conflict.
    b) Establish the conflict and work to develop possible solutions that meet all parties' needs and allow all parties to preserve their dignity or uphold their reputations ("save face").
    c) Work with the conflicting parties to reach an agreement that prevents shootings or other violence.
    d) Monitor the situation by frequently contacting all parties involved in the conflict to ensure that the agreement is being held.
    e) All mediation activities must be recorded in the database. The opening, each meeting or contact with parties to the conflict, agreements, and follow-up(s) should be noted in the database.

Conflict Mapping

Conflict mapping is a critical tool for visualizing and analyzing the complex dynamics of conflicts within a program area or between groups. It helps identify key actors, relationships, underlying issues, and potential triggers, allowing teams to develop effective intervention strategies to prevent violence.

CTS teams must document and map all major conflicts and shooting incidents within the assigned program area using the ONSE conflict mapping step-by-step guide.

Shooting Incidents In or Near Target Area

When shooting incidents occur in or near the target area:

1. The entire program team must be alerted and report to the program office.
2. Under the supervision of Leadership Staff, the team will assemble all known facts and questions about the incident, including the identities of victims and persons they were known to conflict with, as well as family and associates who might attempt violent retaliation.
3. The team will organize and lead a community response to the shooting incident within 72 hours after the incident at or near the scene of the incident.

Staff should utilize neighborhood contacts to inquire by telephone, text, social media, etc., to learn the nature of the shooting incident. This will avoid being counterproductive by having the entire team deployed to the shooting scene.

A pair of team members may be dispatched to the scene of the shooting if the team learns about the incident immediately or shortly after it happens, but the rest of the team should make inquiries more widely using their personal networks.

1. Members of the team will be assigned to try to obtain more facts about the conflict and the shooting incident.
2. Team members are assigned to contact victims' family, friends, and associates to assess attitudes, emotions, and potential for attempted retaliation.
3. If appropriate, the team should use mediation procedures to prevent retaliation and an ongoing cycle of violence.
4. The team will organize and lead a community response to the shooting incident within 72 hours after the incident at or near the scene of the incident. The community shooting response may be delayed or conducted at a different location if there are issues of safety or sensitivity of survivors, families, or community residents.
5. The team should distribute flyers throughout the neighborhood announcing a community rally to respond to a shooting incident and to bring as many residents as possible to the rally.
6. Members of the clergy, Advisory Neighborhood Commissioners (ANCs), community and organization leaders, and staff should be specifically targeted for their support and attendance at the rally.
7. Community shooting responses should be limited to 30 minutes. If residents wish to remain at the rally site, staff may remain to interact with them, but signage, tables, etc. should be removed to indicate that the rally has ended.
8. The local MPD district commander should be alerted as to where and when the shooting response rally will be held and how many people are expected to attend.
9. Marches and vigils may be organized in response to shooting incidents, but community residents should organize these larger events instead of the CTS program team. CTS programs may assist with organizing and participating in the marches or vigils. CTS

programs are strongly advised to organize and convene a 30-minute rally even if the community plans a march or vigil.

Public Education Materials

Separate and different public education materials should be designed for different sectors of the public: messaging to the public, messaging to the high-risk target population, and messaging to residents of the target neighborhood.

Public education materials include:

1. Providing contact information for the program office, Program Manager, and Site Supervisor. The program office's address and phone number should appear on all public education materials.
2. Business cards for Outreach Workers and Violence Interrupters imprinted with their names, office phone numbers, mobile phone numbers, email addresses, and any social media contact information associated with their CTS work.
3. General "stop gun violence" messaging.
4. Displaying a program tag line, e.g., "STOP SHOOTING. START LIVING" – "GUNS DOWN. LIFE UP!"
5. Conveying alternatives to shooting and the consequences of shooting messages to high-risk target individuals.
6. Other relevant information designed to help the public consider the consequences and alternatives to gun violence.

Data

All program activities are recorded in the ONSE CTS database. All staff must submit a daily record of their activities for each workday.

Program activities recorded in the database include:

- Shooting incidents
- Follow-up(s) by program staff
- Mediations
- Canvassing hours
- Participant contacts
- Participant enrollments and discharges
- Staff supervision
- Community events
- Participant events
- Community shooting response events
- Participant caseload data

Complete and accurate data are crucial to facilitating daily program management, oversight, impact assessment, and evaluation.

B. CTS Hiring and Staffing Requirements

All CTS program staff shall be selected from pools of candidates, including community residents and others with a demonstrated ability to effectively perform the duties set forth in job descriptions and effectively engage with the target population.

Please note that the positions listed below are grant-funded positions subject to terms not exceeding the grant period. Employment is not guaranteed beyond the grant period of October 1, 2025, to September 30, 2026.

Program Managers (PM) are responsible for setting violence reduction goals, planning operations and activities to meet goals, and developing violence reduction and community strengthening coalitions with other community organizations and individuals. They are also responsible for scheduling, accurate, timely data recording, and timely submission of the program report. To be successful, PMs should have prior experience in leading project teams or program teams in pursuit of programmatic goals, project management, team leadership, staff development, and staff supervision.

Site Supervisors support Outreach Workers in recruitment and management of their caseloads of high-risk individuals; work closely with the Program Manager in the development of plans, strategies, activities, etc.; transmit daily plans and goals to the outreach team; communicating up to the Program Manager all developments, changes or issues in the target neighborhood; providing weekly individual supervision sessions for each member of the outreach team; and supervising and supporting Outreach Workers in development and management of their program participant caseloads.

The Site Supervisor also consults with the Program Manager on staff performance and other staff issues.

Outreach Workers (OW) develop networks and trusted relationships with both the high-risk population of the target neighborhood and other residents, from whom they learn of conflicts in which they and other members of the outreach team can intervene and help to resolve before they escalate to gun violence.

Outreach Workers also maintain caseloads up to 15 ***high-risk*** individuals who have been assessed as high-risk for involvement in gun violence, either as perpetrators or as victims. Outreach Workers work closely with those they assist, often in non-traditional settings and during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings, late-night hours, and weekends.

Violence Interrupters (VI) establish and maintain a network of personal relationships with high-risk individuals and groups and other key influential individuals in and around the program target area. They work closely with the program manager, site supervisor, and team to formulate action plans to resolve conflicts. VIs may also carry a caseload of high-risk participants before the participants are referred to an Outreach Worker.

Human Resources

Selected Grantees must commit to paying staff at rates that are consistent with the following annual minimums:

- Program Manager (1): $67,500 plus benefits paid on an annual basis
- Site Supervisor (1): $62,500/year plus benefits paid on an annual basis
- Outreach Worker (2): $57,500/year plus benefits paid on an annual basis
- Violence Interrupter (4): $50,000/year plus benefits paid on an annual basis

Grantees must adhere to the ONSE staffing structure, job titles, and job descriptions in implementing Cure the Streets programs. Grantees must provide written justification for any deviation from the recommended staffing structure, and ONSE must approve before a different staffing structure can be implemented.

Grantees must commit to filling program vacancies within 45 days. Any position that is vacant for more than 45 days is ***non-compliant*** with the ONSE grant-funded personnel policies.

Hiring Requirements

Grantees will be required to submit all job candidates for interviews by a panel of community members and staff of the Grantee. Hiring panels that include community members help ensure transparency and that there is community buy-in and investment in the program. These panels should include key community stakeholders, including community-based organizations, leaders of faith communities, community advocates, and a representative from local law enforcement. However, ultimate hiring decisions rest with the Grantee.

Grantees must be willing and able to hire individuals with criminal backgrounds. All Grantees must submit a returning citizen hiring policy statement (See ***Appendix B: Sample Policy Guidelines for Hiring Returning Citizens***).

Job candidates who have been convicted of domestic violence offenses (within ten years), sexual abuse/assault, or crimes involving children may **NOT** be hired as program staff. Disqualification of other convictions will be determined on a case-by-case basis. Job candidates and CTS staff with pending felony or serious misdemeanor criminal charges are ineligible to work for CTS.

People being considered for employment who are under supervision by probation, parole, or the courts must have written permission from the supervising officer to accept a position as an Outreach Worker or Violence Interrupter with Cure the Streets, as Cure the Streets' job duties may technically violate the terms of supervision.

New staff will complete a probationary period of 60 days and must complete the ONSE CTS new-hire orientation training. As a condition of initial or continued employment with the Cure the Streets initiative, all staff, both full- and part-time staff, must complete background clearance packets provided by ONSE annually. Documents must be submitted to the ONSE. In the event of a new hire, a background clearance packet must be completed within thirty (30) days of tentative selection. established timeframes. A background check may be requested as needed in the event of an incident, investigation, or arrest. The background clearance packet requires the submission of the following documents:

1. Government-Issued Photo ID (front; back if address/validity shown)
2. IHSC FBI Report (Criminal Background Check)
3. Drug Screening
4. ONSE Confidentiality Form
5. Written statement supporting hiring decision
6. ONSE Ethics Form
7. Organization's Transportation Form
8. Driving Record (if applicable)
9. DC Child Protection Register Check - Child and Family Services Agency
10. ONSE Outside Employment Disclosure Form

Employees whose drug screenings reveal use of illicit drugs, not including marijuana, background checks that reveal criminal activity, or who do not submit a complete background clearance packet are subject to immediate dismissal.

Separation of Employees

Once a Grantee separates an employee, the Grantee must retrieve all ONSE grant-funded equipment, including cell phone(s) and laptop computer(s), Grantee uniforms and ID badges, and any and all Grantee and/or ONSE paper-based or computer-based documents on computer disks, hard drives, storage drives, and any other electronic media containing such documents in the employee's possession.

C. Program Documentation and Monitoring

Programmatic Reporting

The Grantee must collect and maintain data using the ONSE-provided reporting tools. Successful applicants will be required to ensure that CTS program staff accurately input data into the

database and provide monthly progress reports that include data and program narratives using an ONSE-provided template.

Grantees must also provide monthly narrative and financial reports using the Smartsheet templates provided by ONSE. All financial reports must be updated to reflect ONSE-approved reported expenses. If an invoice is revised after the financial report has been submitted, Grantees are responsible for updating the financial report documents in Smartsheet.

Monitoring

Selected grantee(s) may receive scheduled or unscheduled site visits from ONSE staff to review the grant file, administrative procedures, and program operations. Monitoring is designed to determine the grantee's level of compliance with District and federal requirements as applicable, and to identify whether the grantee's operational, financial, and management systems and practices are adequate to account for program funds in accordance with District requirements and federal requirements as applicable. Failure to comply with requirements may result in payment suspension, payment reduction, or termination of the grant.

Selected Grantee(s) are expected to retain all original source documentation for examination by ONSE (bills, invoices, receipts, payroll registers, timesheets, etc.) for a period of three years after the date of the final payment.

Program Documentation

The Grantee shall complete all electronic forms provided by ONSE and provide appropriate oversight to ensure accuracy. Any documentation not stored in the ONSE database must be stored in a locked file cabinet and be made available for review by ONSE.

The Grantee is responsible for maintaining records in the database to document all program activity including, but not limited to, the following:

- Daily Logs (required to be submitted by all program staff)
- Violence Interrupter logs
- Violent Incidents and Violent Incident Reviews
- Community responses to shooting incidents
- Conflict Mediations
- Team Meeting forms
- Program Participant Caseload Census
- Participant Risk Reduction Plans
- Risk reductions
- Participant events
- Individual Supervisions
- Community events

Monthly Reporting Requirements

Monthly reports must contain the following:

- A brief (one to two page) narrative describing activities undertaken for the month, notable accomplishments, violence reduction challenges, and plans for the coming month
- Number of gun violence incidents for the month, progress in understanding its underlying conflict, and status of the conflicts
- Number of key individual contacts (persons who may alert the program of conflicts and disputes)
- Number of mediations conducted
- Number of follow-up mediation activities
- Number of completed mediations with outcomes
- Identification of confirmed hot spots
- Staffing changes

The Grantee shall submit program data and other information required by ONSE regarding activities and outcomes in a form and manner according to a schedule specified by ONSE.

Reports are to be submitted by the 15th day of each month (reporting documents will be provided). If the 15th day of the month falls on a weekend or holiday, reports will be submitted on the next business day.

Training

Successful candidates are ***required*** to complete the ONSE CTS new hire orientation within 45 days of employment.

CTS staff must attend all trainings and meetings sponsored by ONSE. Notices of these events will be provided at least a week in advance. Staff who miss 25% or more of ONSE training will be suspended and ineligible to work until the missed workshops or sessions are attended.

Equipment

Grantees must ensure that individuals hired will be provided with the equipment needed to fulfill their duties. This includes cell phones and access to a computer with internet service.

Personnel Monitoring

1. Grantees must notify ONSE, in writing, of arrests, vacancies, suspensions or terminations of staff within 48 hours of an employee's change in status. Failure to

maintain a minimum of six staff members per program for more than 45 days may result in suspension/termination of the grant.

2. Grantees must conduct quarterly staff reviews to ensure their employees have not been arrested and/or convicted of any new charge(s). All arrests and convictions must be reported to ONSE within one (1) business day. Any worker arrested and charged with a felony or serious misdemeanor must, at a minimum, be suspended pending review by the Grantee and ONSE. Any employee convicted of a felony or a serious misdemeanor while employed as CTS staff must be dismissed from employment by the Grantee. To conduct quarterly reviews, Grantees are encouraged to utilize free public criminal case search databases of local jurisdictions:
   a) Washington, D.C.: https://eaccess.dccourts.gov/eaccess/home.page.2
   b) Maryland: https://casesearch.courts.state.md.us/casesearch/inquiry-search.jsp
   c) Virginia General District Court (Alexandria, Arlington, Fairfax City, Fairfax County, Falls Church, Loudoun, Prince William): https://eapps.courts.state.va.us/gdcourts/welcomePage.do?
   d) Virginia Circuit Court (Alexandria, Arlington, Falls Church, Loudoun, Prince William): https://eapps.courts.state.va.us/CJISWeb/circuit.jsp
   e) Virginia Circuit Court (Fairfax City and County): https://www.fairfaxcounty.gov/apps/ECS_Public/
3. Grantees must require their staff to disclose outside employment or self-employment, including employment with the District government, employment with other organizations that do business with the District government, or employment with the Grantee in providing services for other District government contracts or grants.
4. Grantees must agree to institute disciplinary measures for employees who fail to perform job duties as outlined in job descriptions and ONSE-sponsored training. Disciplinary actions should include, but are not limited to, verbal warnings, written warnings with corrective action plans, suspension without pay, and termination of employment. A copy of this disciplinary policy should be available to ONSE upon request. Any revisions to the policy must be forwarded to ONSE within 30 days of the implementation of the revision.
5. Grantees must evaluate all staff members at least once per year to ensure that team members still possess the credibility and skills needed to work with key individuals/groups.
6. Grantees must conduct performance reviews and evaluations of program staff. They must address performance deficiencies and document the actions and steps taken to address them. Grantees must share copies of corrective action plans, write-ups, suspension, and termination letters with ONSE.

Appendix A: Program Staff Job Descriptions

JOB DESCRIPTION

Program Manager

The successful candidate for the position of Cure the Streets Program Manager will be an experienced manager and leader with integrity, professional manner and conduct and commitment to community service. This position involves leading a team of five to seven individuals in the implementation of the CTS program.

Responsibilities

As a member of the team, the Program Manager will:

1. Complete all ONSE sponsored training
2. Engage in ongoing learning about the program model and community violence
3. Conduct briefings with the program team to review conflict and violence issues in the target neighborhood and set each day's goals and activities
4. Model professional demeanor and attitude for program staff
5. Provide supervision of and support to the Site Supervisor and team
6. Set and lead staff in pursuit of daily, weekly, and monthly goals
7. Provide staff with ongoing coaching, in the CTS program model
8. Provide staff with ongoing feedback and professional development
9. Prepare program progress reports
10. Ensure faithful implementation of all components of the CTS program
11. Ensure that all program activities and violent incidents are documented in the ONSE database
12. Review staff daily logs and program inputs at least once each month
13. Lead neighborhood coalition and partnership building strategies
14. Develop social service, education, employment, mental health, and other resources for program participants
15. Liaise with MPD local district commander
16. Serve as liaison with ONSE's Violence Reduction Unit
17. Oversee planning, organizing and conduct of CTS community activities and events, including community shooting response events
18. Ensure that program participants are effectively served
19. Oversee design, production and targeting of public education materials
20. Conduct community organizing activities in the program target neighborhood to help build community agency and cohesion
21. Attend all meetings with ONSE Violence Reduction

Qualifications

Cure the Streets Program Managers must be organized and experienced professionals who:

- Reside in or past residence in the District of Columbia and organic familiarity with residents of the District's historically troubled neighborhoods
- Possess high school diploma or equivalency certificate (some college is a plus)
- Demonstrate basic computer user skills, including facility with Microsoft Office Suite
- Have at least 3-years of experience in a supervisory, management or professional leadership role
- Possess a demonstrated ability to effectively supervise and develop a staff of up to seven individuals, many of whom may have little or no work experience
- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic concepts and practices
- Possess experience and a demonstrated ability to plan program operations and to manage a program budget
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate excellent oral and written communication skills
- Demonstrate facility with Microsoft Suite and desktop publishing
- Experience with complex planning and scheduling
- Have experience with database input and report generating
- Experience in community-based human service programming
- Understanding of community conflict and violence
- Knowledge of conflict mediation or nonviolent conflict resolution
- Knowledge of accepted basic counseling and case management practices
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse

Job offers will be conditional, contingent on background checks and drug screenings.

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JOB DESCRIPTION

Site Supervisor

The successful candidate for the position of Cure the Streets Site Supervisor will be a leader with integrity who has at least one year of experience supervising staff in a programmatic setting. The supervisor will demonstrate a professional manner and conduct and a commitment to community service. To be successful in all aspects of this position, candidates must be patient, detail oriented and inclined to help others. This position involves leading and overseeing the day-to-day operations of a team of four to six individuals in the implementation of the CTS program, including close supervision and support of Outreach Workers whose jobs entail counseling and case management of caseloads of 10 -15 individuals who are at high risk of involvement in violence.

Responsibilities

As a member of the team, the Site Supervisor will:

1. Complete all ONSE sponsored training
2. Engage in ongoing learning about the program model and community violence
3. Conduct briefings with Program Manager and program team (Outreach Workers and Violence interrupters) to review conflict and violence issues in the target neighborhood and set each day's goals and activities.
4. Model professional demeanor and attitude for program staff
5. Provide weekly supervision sessions with Outreach Workers and Violence Interrupters
6. In consultation with the Program Manager, set and lead staff in pursuit of daily, weekly, and monthly goals
7. Provide staff with ongoing coaching, in the CTS program
8. Provide staff with feedback, acknowledgement, correction, encouragement, and support
9. Ensure faithful implementation of all components of CTS
10. Ensure that all program activities and violent incidents are documented in the ONSE database
11. Review staff daily logs and program inputs at least once each week
12. Convene and lead weekly team case review meetings with Outreach Workers to assess and advance participant progress and accomplishment.
13. Assist with planning, organizing and conducting of CTS community activities and events, including community shooting response events and assign and supervise Outreach Workers' and Violence Interrupters' activities at events
14. Ensure that program participants are effectively served by conducting weekly case review sessions with Outreach Workers
15. Carry out program plans as directed by the Program Manager
16. Attend all meetings with ONSE’s Violence Intervention unit

Qualifications

Cure the Streets Site Supervisors must be organized and experienced professionals who:

- Reside in or recently resided in the District of Columbia and have organic familiarity with residents of the District's historically troubled neighborhoods
- Reside in or have recently resided in the assigned program target neighborhood
- Have extensive personal contacts in the program's assigned target neighborhood
- Possess high school diploma or equivalency certificate (college is a plus)
- Possess basic computer user skills, including facility with Microsoft Office Suite
- Have at least 2 years' experience in supervisory, management or professional leadership role(s)
- Possess a demonstrated ability to effectively supervise and develop a staff of up to six individuals, many of whom may have little or no work experience
- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic concepts, and practices
- Have training and/or experience with counseling and/or case management of persons attempting personal behavior and lifestyle change
- Possess experience and a demonstrated ability to plan program operations and to manage a program budget
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate excellent oral and written communication skills
- Demonstrate experience with Microsoft Suite and desktop publishing
- Experienced with complex planning and scheduling
- Have experience with database input and report generating
- Experience in community-based human service programming
- Understanding of community conflict and violence
- Knowledge of conflict mediation or nonviolent conflict resolution
- Knowledge of accepted basic counseling and case management practices
- Job offers will be conditional, contingent on background checks and drug screenings
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse

[NO FURTHER TEXT ON THIS PAGE]

JOB DESCRIPTION

Outreach Worker

Cure the Streets Outreach Workers must be individuals with integrity, professional manner and conduct, and commitment to community service. This position involves community outreach, conflict resolution and participant recruitment and case management duties.

Responsibilities

As a member of the team, the Outreach Worker will:

1. Complete all ONSE sponsored training
2. Identify and gain access to high-violence locations within the neighborhood
3. Establish and maintain relationships with high-risk groups and individuals as well as other key influential individuals in and around the program target area who agree to alert CTS staff to brewing conflicts that have potential of escalation to gun violence
4. Use personal networks, inroads, and observation to identify conflicts that have potential to escalate to gun violence,
5. Identify individuals and groups at highest risk of involvement in a shooting or killing and share their identity and the nature of their risk with the CTS program team
6. Work with CTS Program Manager, Site Supervisor, and program team to formulate action plans to help resolve conflicts
7. Work closely with CTS program team leaders and colleagues to mediate and help to resolve conflicts peaceably.
8. Keep CTS program leaders and colleagues up to date on mood and dynamics in the target area and surrounding neighborhood
9. Help high risk individuals to deal with "in the moment" rage, anger, stressful events, and other triggering situations without violence
10. Identify and recruit high risk individuals as potential program participants
11. Provide counseling, support, and resources to help program participants to reduce their risk of involvement in violence
12. Play an active role in planning, and implementing program community events and participant events
13. Attend all scheduled and unscheduled meetings as directed by program leaders
14. Maintain a daily report of each workday's activities and contacts in the ONSE database
15. Record specified activities in the ONSE database

Qualifications

Cure the Streets Outreach Workers must be organized and experienced professionals who:

- Reside in or recently resided in the District of Columbia and have organic familiarity with residents of the District's historically troubled neighborhoods
- Reside in or have recently resided in the assigned program target neighborhood
- Have extensive personal contacts in the program's assigned target neighborhood
- Possess high school diploma or equivalency certificate (college is a plus)
- Possess basic computer user skills, including facility with Microsoft Office Suite
- Ability to engage and build trust with high-risk individuals, including, including those affiliated with crews, gangs, or justice- involved populations.
- Capacity to conduct needs assessments, develop success plans, and connect participants to supportive resources (employment, housing, mental health, etc)
- Strong organizational and documentation skills; ability to maintain accurate records and meet reporting requirements.
- Lived experience or credible messenger background (e.g. prior justice system involvement, history in high-risk communities) strongly valued.
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse

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JOB DESCRIPTION

Violence Interrupter

Cure The Streets Violence Interrupters must be individuals with integrity, professional manner and conduct, and commitment to community service to fill position(s) as Violence Interrupter(s) with District of Columbia's Cure The Streets violence reduction initiative. This position involves community outreach, information gathering and conflict resolution duties.

Responsibilities

As a member of the team, the Violence Interrupter will:

1. Attend and actively participate in all ONSE sponsored training and convenings
2. Identify and gain access to high-violence locations within the neighborhood
3. Establish and maintain a network of personal relationships with high-risk individuals and groups as well as other key influential individuals in and around the program target area who agree to alert CTS staff to brewing conflicts that have potential of escalation to gun violence
4. Use personal network and observation to identify conflicts that have potential to escalate to gun violence
5. Engage with residents, business operators, and organizations in the program target neighborhood to explain the program and how it works
6. Identify individuals and groups at highest risk of involvement in a gun-related incident and share their identity and the nature of their risk with the CTS program team
7. Work with CTS Program Manager, Site Supervisor, and program team to formulate action plans to resolve conflicts
8. Work closely with CTS program team leaders and colleagues to mediate and help to resolve conflicts peaceably
9. Keep CTS program leaders and colleagues up to date on mood and dynamics in the target area and surrounding neighborhood
10. Help individuals deal with "in the moment" rage, anger, stressful events, and other triggering situations without violence
11. Refer high-risk individuals to CTS program Outreach Workers as potential program participants
12. Play an active role in planning, organizing, and implementing program community events and participant events
13. Attend all scheduled and unscheduled meetings as directed by program leaders
14. Maintain a daily log of each workday's activities and contacts in the ONSE database
15. Record specified activities in the ONSE database

Qualifications

Cure the Streets Violence Interrupters must be organized and experienced professionals who:

- Are respected and credible with high-risk individuals and groups in and around the target area
- Are outgoing and willing to engage with all people in the target neighborhood
- Viewed as suitable for community work by neighborhood residents
- Possess excellent interpersonal skills
- Possess excellent oral communication skill
- Have in-depth knowledge of alliances, groups, crews, gangs, and individuals at high risk of involvement in gun violence in the program target area and surrounding neighborhood
- Have strong personal relationships with a network of persons in and around the target area
- Possess a valid District driver's license, insurance, and good driving record
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse
- Preventing larger scale events or retaliatory violence before it occurs
- Experience working in a helping capacity with at-risk youth and gang members is a plus
- Knowledge and or experience with crisis intervention and/or conflict mediation is strongly desired

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Appendix B: Sample Policy for Hiring Returning Citizens

This is ONLY a sample. Please refer to the Personnel Section for the minimum requirements that must be included in the policy. The Office of Neighborhood Safety and Engagement (ONSE) requires that Grantees conduct a criminal background check for each candidate that is being considered for employment with the program. Offers of employment will be contingent upon the results of the background check **AND** attending the required ONSE new hire training.

1) CTS will not consider candidates for employment and will permanently discharge employees who have been convicted of or receive probation before judgment for:

    a. Crime(s) involving child abuse or neglect, or the failure to report abuse or neglect.

    b. Any sexual offense involving a minor, non-consenting adult, or a person who is mentally defective, mentally incapacitated, or physically helpless.

2) CTS will not hire individuals who are currently on probation or who have been off probation for less than six months.

3) CTS will not hire individuals where less than one year has elapsed since the applicant was released from incarceration or completed probation (which ever has last occurred) for a conviction of a dangerous crime or a crime of violence, as defined in D.C. Official Code § 23-1331. ONSE reserves the right to exclude from employment anyone with past arrests or criminal convictions, based on a review of the individual's criminal history. Factors to be considered include the nature and frequency of convictions or arrests, and the time elapsed since the last conviction or arrest.

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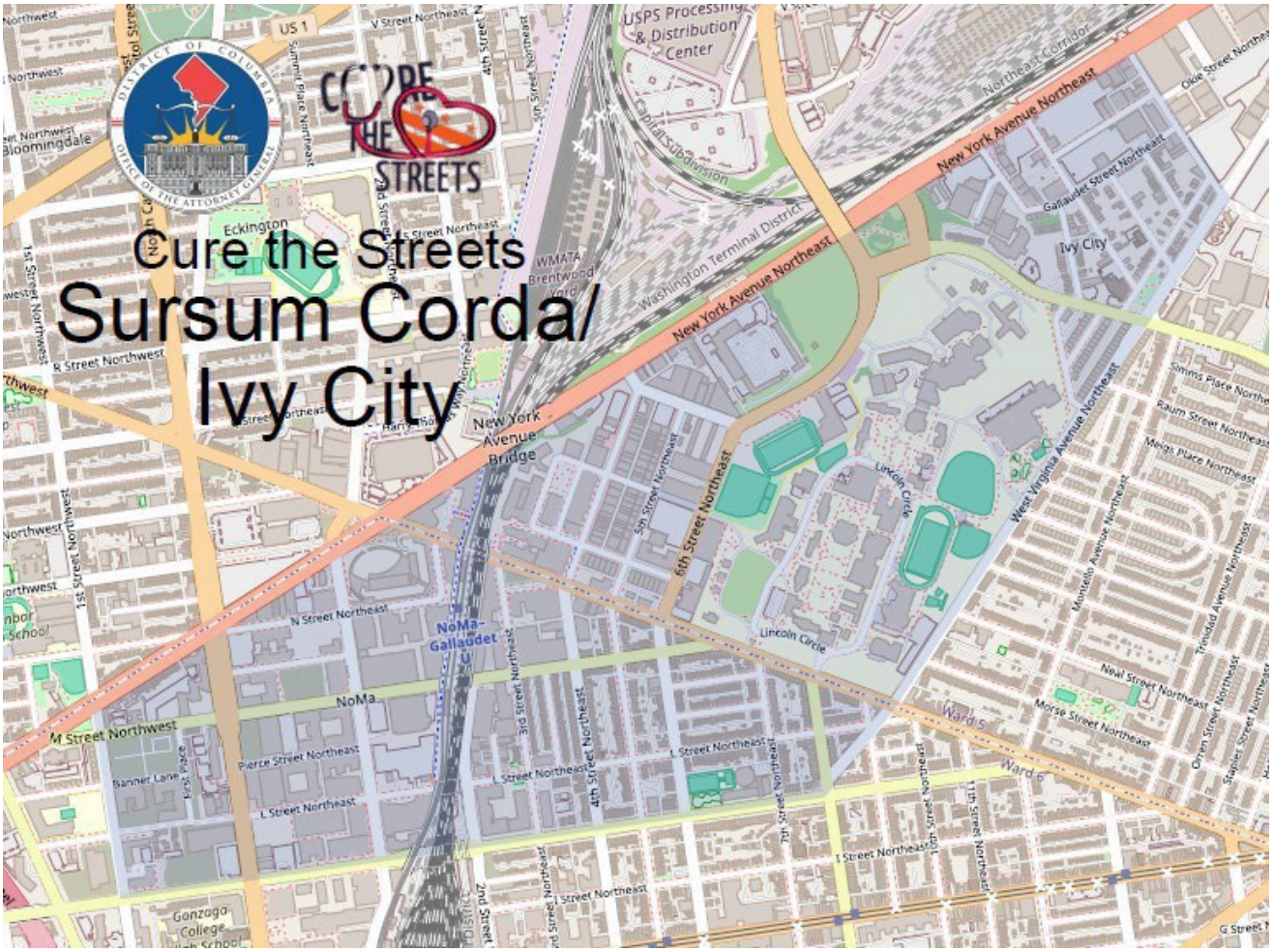
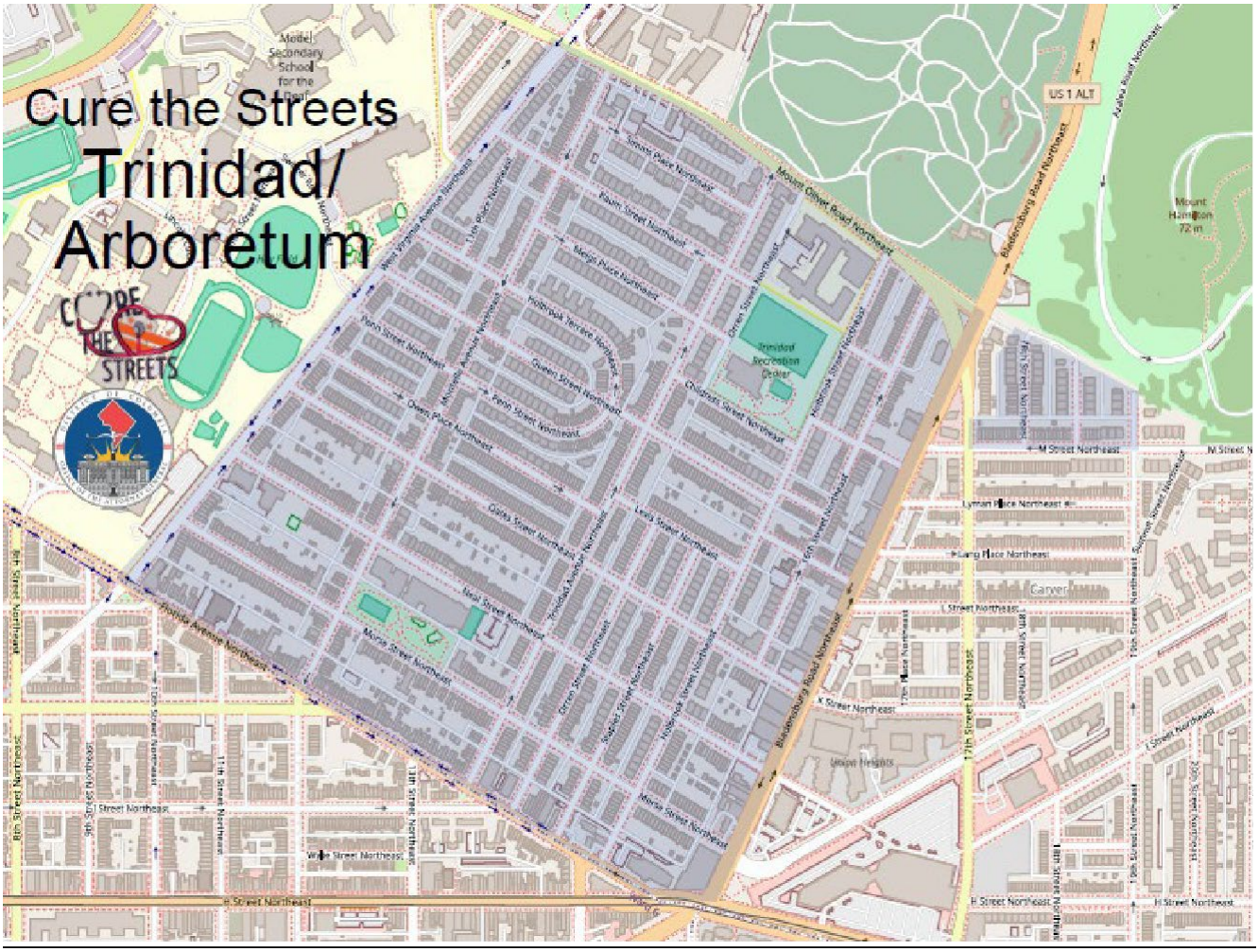
Appendix C: Target Sites Maps

Ward 5 & 6 – Sursum Corda | Ivy City



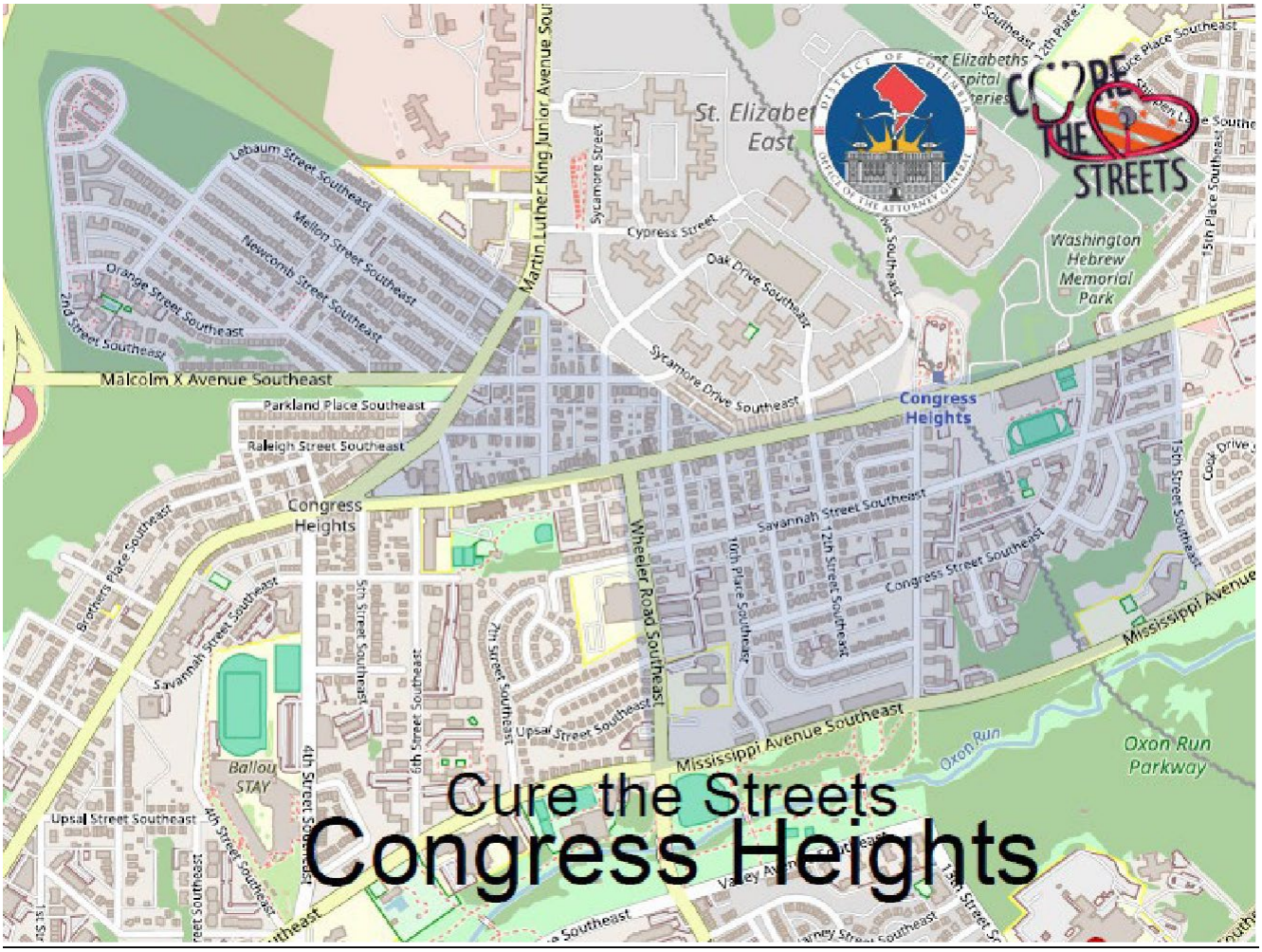
Ward 5 – Trinidad | Arboretum



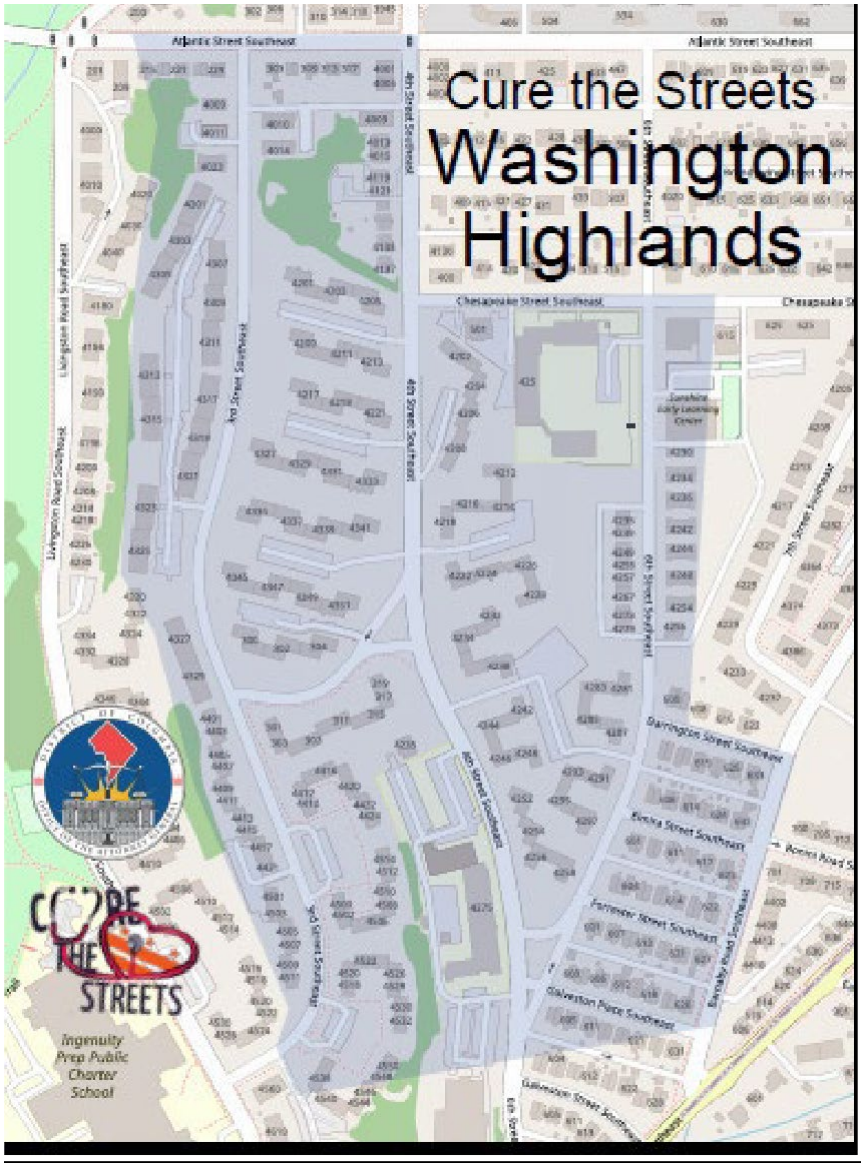
Ward 8 – Trenton Park | Wahler Place

Ward 8 – Historic Anacostia | Fairlawn

Ward 8 – Congress Heights



Ward 8 – Washington Highlands



GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

Request for Application (RFA)

Release Date: Monday, November 3, 2025

Application Deadline: Wednesday, December 3, 2025, at 9:00 p.m. ET

Group Violence Reduction Strategy

Award Period: January 1– September 30, 2026

Information Session: Friday, November 14, 2025 @ 2:15 – 3:45 pm

Webinar Link:

Information Session - Group Violence Reduction Strategy | Meeting-Join | Microsoft Teams

Attendance is strongly encouraged.

Questions that cannot be answered through the RFA may be sent onse.grants@dc.gov for additional information.

Subject line in email must contain:

Group Violence Reduction Strategy

Late applications will not be considered.

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GENERAL INFORMATION

Overview

The Office of Neighborhood Safety and Engagement (ONSE) builds partnerships and implements strategies that reduce gun-related violence in the District. To fulfill our mission, the ONSE Violence Intervention Division (VI) seeks applications from organizations operating existing violence intervention services under the *Group Violence Reduction Strategy (GVRS)* grant. This investment offers an opportunity to address violence intervention by establishing relationships with people and communities at the center of gun violence. The GVRS grant will fund organizations that will work together to reduce gun violence in Washington, D.C. by implementing anti-violence strategies that provide intervention and prevention support while strengthening local partnerships among community members and stakeholders, and interact with residents and community members by providing violence intervention services in DC. Funding is intended for grantees who have experience with providing violence intervention, interruption, and/or prevention services in the District.

Funding is targeted for individuals between the ages of 18 - 35 who are at the highest risk of violence and are often resistant and/or not eligible to be served with other services.

Group Violence Reduction Strategy

Awarded grantees will implement the GVRS program model, which aims to address the norms of perpetuating violence by focusing resources on individuals identified as being at the highest risk of involvement in gun violence. GVRS is known as focused deterrence. GVRS is a form of intervention that yields results in violence reduction in the near future, typically 1-2 years. It is an approach, not a program, with emphasis on intervention for homicides and serious violence. Eligible organizations are eligible to apply for multiple program wards and must submit separate applications for each ward they wish to be considered for.

Program Model: ONSE GVRS Program Guidelines

AVAILABILITY OF FUNDS

ONSE anticipates awarding organizations approximately $750,000 per Ward through this RFA. This is a ward-based model. Communities will be identified at the time of the grant execution. The identified Wards are 1, 2, 4, 5, 6, 7, and 8. The number of organizations and award amounts are estimates, contingent on the quality of applications received and funding availability. Award amounts may vary. Eligible organizations may submit applications for up to two (2) Wards. Local dollars provide funding for this grant. No cost sharing or matching is required as a condition of this RFA.

The ONSE reserves the right to issue additional funding based on availability. The RFA does not commit ONSE to offer an award. ONSE may award multiple awardees. Applicants must be able to satisfy all the requirements and deliverables within their organization fully. Funding will offer interventions that mitigate the spread of violence and address the needs of communities.

The funding period is January 1 – September 30, 2026. All grant expenditures must occur within this time frame. ONSE has the right to extend the term of this grant based on performance and funding availability. Any costs that are incurred either before the start of the program period or after the expiration of the program period are not allowable.

The ONSE reserves the right to, without prior notice, reduce or cancel the program listed in the RFA, reject all applications, adjust the total funds available, or cancel in whole or in part. The grant awards are estimates.

INFORMATION SESSION

ONSE will host an online information session for interested applicants on –

Friday, November 14, 2025, from 2:15-3:45 pm.

Information Session link: Information Session - Group Violence Reduction Strategy | Meeting-Join | Microsoft Teams

Attendance is strongly encouraged.

Recordings of the session will be available on the website within seven (7) business days following the presentation.

ELIGIBILITY

This is a competitive solicitation. ONSE does not guarantee funding, funding amounts, or funding source based on previous awards. Applicants will be reviewed and scored to determine which programs will be funded.

ONSE may use internal peer reviewers, external third-party reviewers, or a combination of both types of reviewers to evaluate applications received in response to this RFA. An external third-party reviewer may be a District community member or an expert in the field of the subject matter of a given solicitation who is not a current District of Columbia government employee. An internal reviewer is an expert in the field of a given solicitation's subject matter who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements.

Only applications submitted by **eligible applicants** that meet all other requirements will be evaluated, scored, and rated by a review panel. Incomplete or late applications will not be considered. Applicants are encouraged to submit early to avoid technical difficulties.

After reviewing the recommendations of the review panel, consulting with internal staff, the ONSE shall decide which applicants to fund, the amounts to be funded, and the funding source. In addition to reviewer ratings, considerations may include strategic priorities, past performance, and available funding.

Eligible applicants must be registered to do business in the District of Columbia and be in good standing. Any public or private community-based organization can apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible organizations. Faith-based organizations are also eligible.

Applicants must serve in the public interest and use the funding to maintain, improve, or expand their organization's operation. Organizations must demonstrate the ability to execute the grant on the day of the award, which includes staffing and contractors.

All applicants ***must*** meet the following eligibility criteria:

- Applicants must be designated as a 501(c)(3) or 501(c)(4) organization by the IRS.
- Applicants must be in good standing with the Government of the District of Columbia and the IRS.
- Applicants must demonstrate financial ability to meet program and project expenses for at least 30 days if payments under the grant are delayed or a financial penalty for inadequate performance is applied.
- Applicants must demonstrate the ability to comply with data and reporting requirements.
- Applicants must possess sufficient capacity and infrastructure for effective management of grant funds and faithful implementation of the program model(s) described in this RFA.

Specific criteria:

- Applicants must ensure that they have an office location in the Ward from which to operate. The location must provide ample space for staff to work and a large conference area suitable for meetings, workshops, and other gatherings and activities. The location must also comply with all District zoning and occupancy requirements. Proof of office space must be provided 30 days after award acceptance.
- Applicants must agree to utilize the GVRS approach and collect all data associated with the implementation of this approach.
- Applicants must have no rules or bylaws that prohibit the hiring of persons with criminal backgrounds, or any other disability protected by law. **Hired staff must reside within the Ward of choice.** Applicants, if awarded, must comply with DC's First Source Law - Office of First Source Compliance | does
- Applicants must demonstrate prior experience relevant to the proposed work. Applicants must state the name of the grant or contract, the title of the service, the award period, the funding amount, and the grantor by providing letters of support from these partnerships
- Except as otherwise provided by federal law, no recipient of ONSE funds shall use or reveal any research or statistical information furnished to ONSE or the recipient by any person, or any information identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with ONSE rules and policies.
- Client records will be kept confidential and secure in accordance with District and federal regulations. In accordance with standard practice, only aggregate data and individual data that are non-identifiable will be released.

INSURANCE REQUIREMENTS

Eligible applicants will be required to provide in writing the name of all of their insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, etc.). Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in ZoomGrants. Applicants who do not have insurance secured at the time of application, who are awarded a grant, are required to provide insurance documentation prior to award execution or within 15 days of award notification.

GVRS Insurance Requirements	
Insurance Category	**Minimum Coverage**
Commercial General Liability ("CGL")	Per Occurrence: $1,000,000 Aggregate: $2,000,000

Automobile Liability Insurance	$1,000,000 for bodily injury or death and property damage, including loss of use thereof.
Workers Compensation	Each Accident: $500,000 Employee Disease: $500,000 Disease-Policy Limit: $500,000
Commercial Umbrella or Excess Liability	$5,000,000 per occurrence $5,000,000 in the annual aggregate
Cyber Liability	Limit: $1,000,000

**Each grantee is required to submit a copy of their certificate of insurance (COI), evidencing all coverages and terms listed on the attached document at the time of application.*

The Government of the District of Columbia should be listed as an **Additional Insured** and the **Certificate Holder**. The policies should also contain a **Waiver of Subrogation** provision in favor of the Government of the District of Columbia.

APPLICATION PROCESS AND SUBMISSION

All applications must be submitted via the online application system – Zoomgrants. Emailed applications will not be accepted.

All applications must be submitted by Wednesday, December 3, 2025, by 9:00 p.m. ET. Applicants can continue to modify their applications or submit additional documentation until the deadline.

All applications will be recorded upon receipt. Applications received after the deadline will not be accepted. The ONSE is not responsible for incomplete, illegible, and/or out-of-order submissions. Applications that do not meet the technical requirements (e.g., incomplete application, ineligible organization(s), or missing documentation) will not be considered for funding.

ONSE is not responsible for malfunctions of the online platform. ONSE advises uploading documents before the due date.

For ZoomGrantsTM technical assistance contact questions@ZoomGrants.com or (866) 323-5404, 10 a.m.– 7 p.m. ET.

Link:https://www.zoomgrants.com/zgf/Office_of_Neighborhood_Safety_and_Engagement/Group_Violence_Reduction_Strategy_Grant

SUBMISSION COMPONENTS

Applicants must provide a narrative to support methods for intervention, prevention, and suppression:

1. Applicants will provide Violence Intervention Specialists to support individuals in the respective Ward(s) in the District of Columbia. Violence Intervention Specialists must be able to provide 24-hour support based on community needs and critical incidents.
2. Applicants will execute a crisis response within 1) hour of notice of the incident.
3. Mediate disputes and conflicts between individuals or groups.
4. Maintain detailed case notes and report on the progress of intervention efforts.
5. Participate in outreach events and activities to promote peace and nonviolence.
6. Collaborate with law enforcement, health care providers, and community organizations during weekly meetings or phone calls.
7. Monitor and evaluate the effectiveness of the intervention service, using data to make informed decisions.
8. Equip participants with the skills, knowledge, and resources to obtain employment.
9. Monitor background clearances for all Participant Recruiter staff.
   a. Ensure that the recruiters meet background clearance before hiring.
10. Applicants will cultivate relationships with community members and partners to support a safer and stronger community through violence intervention.
11. Applicants must demonstrate familiarity with evaluating intervention programs, measuring success through key performance indicators, and reporting outcomes to stakeholders.
12. Collaborate with the ONSE to increase awareness of non-violence among community members and at-risk individuals.
13. Identify, engage, and deliver direct support services to at-risk individuals, aged 18-35, offering access to support services such as, but not limited to, trauma-informed care, barrier reduction strategies, and conflict resolution programs.

APPLICATION REVIEW

1. Initial Screening

   Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

   a. The application is received after the closing date;
   b. The application package is not complete (see requirements in Application Checklist);
   c. The application narrative fails to address the program priorities; or
   d. The application does not fall within the scope of this RFA.

2. Independent Review Panel -- This is a competitive grant. To ensure a fair assessment of grant applications, ONSE will convene a diverse review panel to evaluate eligible

applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review screened applications and submit scoring, ranking, and comments to the ONSE.

3. Based on the independent review panel recommendations, the Mayor's budget priorities, resources available, and the program's goals, ONSE will make the final funding decision. The final funding decision cannot be contested or appealed. An applicant has ninety (90) calendar days to request, in writing, an explanation. Requests can be sent to onse.grants@dc.gov.

APPLICATION SCORING

Scoring

The application must provide sufficient information for ONSE to determine the merit of the application. Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application's score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

Each proposal will be reviewed by three or more reviewers. If the reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded. Any application that scores 50% or less than the overall points available will not be eligible for funding.

The ONSE may provide additional preferences and priorities to make final award decisions. Based on the information supplied in the proposal, additional points will be awarded consistently and objectively.

Organizational Overview (15 Points)

- Discuss the mission and vision of the organization and how it aligns with the grant program.
- Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under this RFA.
- Describe the organization's experience that makes it well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization's experience and success.
- Discuss the community partnerships that the organization has developed and describe how these partnerships will be used to support the grant program.
- Describe the organization's experience and past performance in providing community outreach to the targeted population.

Capacity and Staffing (20 Points)

- Discuss and provide a plan for how a pool of qualified staff will be interviewed and hired.
- Discuss how the organization will provide support to staff.
- Describe the organization's coaching and professional development plan for employees.
- Specify the planned staff, schedule, format, and intended audience of the activities the organization plans to provide, and provide a summary of the content of any worker education that will be provided during the grant period.
- Describe your organization's experience in hiring, recruiting, and maintaining a qualified workforce.

Description of Proposed Services (30 Points)

- Describe the services your organization will provide and how these will be provided, including how services are tied to the goals and requirements of the grant program under this RFA. Applicants should describe their plans for conducting outreach to provide education to, or services for, the target populations outlined in the grant program for which they are applying.
- Describe the proposed service levels (i.e., number of proposed clients/individuals to be served) during the period of performance.
- Describe the performance measures and outcomes proposed that will be tracked and achieved for the proposed services.
- Describe eligibility criteria for program participants, and how individuals are identified to receive support and services.

Timeline and Deliverables (20 points)

- Describe the planned activities that will be implemented during the program and how this will achieve the proposed goals. This section should demonstrate the applicant's thorough understanding of the grant program and the scope of work involved. Applicants should also establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

  The timeline should include and establish a schedule that clearly shows how the program will be ramped up, implemented in alignment with the program's goals, and show key milestones in implementation. Applicants should keep in mind the up to three-month planning/ramp-up period (new applicants) or one to two-month planning/ramp-up period for existing grantees.

Budget and Narrative (15 Points)

- Describe how the organization's existing resources will be utilized during the funding period to support the work of the grant program.
- Describe the organization's fiscal infrastructure and capacity to manage all aspects of the grant program.

- Provide a detailed line-item budget for the program and describe the budget development process, and provide appropriate budget justification.

Program funds cannot be used for:

- Lobbying
- Unapproved major equipment, such as vehicles
- Interest payments on loans, bad debt
- Land purchases
- Any programs, initiatives, or activities not directly associated with the awarded grant
- Paying legal action against the District
- Writing or developing the application
- Covering any expenses made prior to the grant award
- Supplanting (replacing) funds from other grant sources

APPLICATION CHECKLIST

1.	Is the applying organization eligible for funding according to the eligibility requirements?	
2.	Required administrative documents: ▪ IRS 501 (c)(3) or (c)(4) Determination Letter – and have been operating for a minimum of three (3) years at the time of submission. ▪ Current DC Business License ▪ Standard Assurances ▪ DC Clean Hands – DC Office of Tax and Revenue ▪ Tax Affidavit, if applicable ▪ Organization Chart ▪ Board of Directors ▪ Key Resumes and Job Descriptions ▪ Disclosure of Legal Proceedings ▪ Financial Audit – recent audit conducted by an independent CPA completed within the last 24 months, or a letter of engagement to have the audit completed within the next 12 months. ▪ DLCP Certificate of Good Standing ▪ Certification regarding Lobbying, Debarment, Suspension, and Drug-Free Workplace	
3.	Do the line items in the proposal budget consider the allowable and non-allowable costs?	
4.	Is a numeric budget and a budget narrative included in the application?	
5.	Does the application include support letters?	
6.	Does the application package include the organization's Policies and Procedures manual or another document that details a subcontracting plan?	

	Applicants will be required to provide a copy of their subcontracting plan including the Policies and Procedures Manual and/or another document that details their subcontracting plan.	
7.	Did the applicant provide an EIN?	
8.	Is the applicant registered in Zoomgrants?	
9.	Did the applicant provide a workplan?	
10.	Did the applicant provide a copy of the lease agreement?	
11.	Did the applicant provide the Scope of Work for all contractors paid from the grant?	
12.	Did the applicant provide a point of contact, authorized by the applicant, with whom the agency would negotiate and finalize a grant prior to or after an award?	

REQUIRED DOCUMENTS

Each of the following documents must be filed as part of the application package. If the document is not in this filing, ONSE may classify the grant application as 'received' but not "filed". However, if a government agency (e.g. Office of Tax Revenue, District of Columbia Human Resources, Department of Licensing and Consumer Protection for example) must issue a required document, and the applicant has requested the document but not received it, ONSE may accept a copy of the applicant's written request to the agency for the purpose of deeming the Application "filed." All documents must be provided within five (5) business days after the award notification.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally authorized entity (e.g., 501(c)(3) determination letter), a current business license, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status. This requirement should not be construed to mean that all applicants are required to be a 501(c)(3)entity.

Disclosure of District Grants and Contracts

The applicant must complete and submit the Disclosure of District Grants and Contracts form in Zoomgrants. The applicant must provide information about any grants or contracts it has with any other District government agencies, either independent or subordinate agencies. ONSE reserves the right to contact the agencies listed in the form to confirm the details of the grant and/or contract, as well as request copies of the grant and/or contract from the applicant. Incomplete or nondisclosure of other District grants and/or contracts may result in disqualification. If the grantee plans to contract or subgrant to other organizations, the contractor(s) and/or subgrantee(s) must complete this form.

Certificate of Good Standing

Each applicant must submit a current Certificate of Good Standing from the Department of Licensing and Consumer Protection. ONSE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

Promises, Certifications, Assertions, and Assurances

The applicant must sign and submit the 'Promises, Certifications, Assertions, and Assurances' (PCA) form in Zoomgrants. Signing the PCA is a condition of eligibility for this grant. If the applicant is not prepared to sign the PCA, they should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant. The PCA must be signed by the applicant or, if the applicant is an organization, by a duly authorized officer of the organization. The PCA also includes a sworn statement verifying that the applicant is not in arrears (i.e. is "current") on all obligations outstanding to the District, including all District agencies. The applicant must be "current" as of the date of the application and the date of a grant award. ONSE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

Tax Exemption Affirmation Letter

If the applicant claims it is a nonprofit organization, the applicant must prove its nonprofit status. The tax exemption affirmation letter, which is the IRS' determination letter of non-profit status, should be provided. If this letter is not available, then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group is a 'supporting organization' with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card if it exists (*see* IRS publication no. 1828, Tax Guide for Churches and Religious Organizations).

Applicant's Current Fiscal Year Budget

The applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Zoomgrants. Also, the applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

FINANCIAL REQUIREMENTS

Allowable use of funds

Funds must be used for the purpose and goals of the project. Costs must be allocable, reasonable, and necessary. Grant funds related to work performed will be provided on a **cost-reimbursement basis.** Allowable costs are those that the ONSE shall determine as valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget. The ONSE reserves the right to suspend, deny, or limit advance payment requests. Applicants should negotiate the costs of providers to ensure that proposed costs are reasonable, necessary, and competitive. All fees from providers are expected to be market-based.

Allowable uses of funds include costs to support staff salaries/fringe and hired contractors, occupancy, travel, program supplies, equipment, and indirect costs.

Non-allowable costs are costs that are unallowable, unreasonable, and unnecessary. Examples of non-allowable costs include, but are not limited to:

- Alcoholic beverages or food
- No travel outside of the District of Columbia
- Debt, including payment of taxes
- Fundraising or lobbying costs
- Fines and penalties
- Personal use
- Staff bonuses
- Expenses which are reimbursed by a different federal or local grant
- Cash incentives or gift cards
- Land purchases
- Most major equipment, such as vehicles
- Interest paid on loans

Payments to reimburse project expenses will be made pursuant to a schedule specified in the grant agreement. Project expenses will be reimbursed for expenditures incurred during the grant period and must comply with the approved budget.

Advance Payments

In limited cases, the ONSE may elect to make a **one-time advance request** (25% of the overall grant amount) at the beginning of the grant award for good cause, approved by the ONSE at its sole discretion. **Advance requests must be made at the time of the grant application submission**. The advance request must be accompanied by an explanation. Advance requests cannot be requested after an award is approved. Advance requests are intended to assist with start-up costs, and the request should cover expected expenses for the first 30 to 45 days of the award period. The ONSE reserves the right to suspend, deny, or limit advance payments to high-risk award recipients or any grantee that is not in compliance with

the reporting requirements.

Liability

Nothing in the grant between ONSE and the grantee shall impose liability on the District of Columbia government or ONSE for injury incurred during the performance of approved activities or caused using equipment purchased with grant funds.

Financial Statements

All applicants are required to provide a copy of their organization's most recent and complete set of financial statements and operating budget. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants who received in the past fiscal year more than $1,000,000 in funding from federal entities must also include their Single Audit Report. If, because the Community Based Organization has recently been incorporated, and/or it qualifies as a "small" business/entity, audited financial statements have never been prepared, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by a duly authorized representative of the organization, and any letters filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. Failure to include these documents may lead to an automatic rejection of the application. ONSE also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The response must:

1. Describe how financial transactions are handled and recorded.
2. Provide the names and titles of personnel involved in handling money.
3. Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips.
4. Address other limits on staff and board members' handling of the organization's money.

Payment Provisions

Grant funds will be awarded on a cost-reimbursement basis. An audit may be conducted at any time before the final payment and for three (3) years thereafter. ONSE will reimburse the grantee for expenditures incurred to perform work under the grant. The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submissions to this RFA.

Disbursement of Funds

To request a reimbursement, the grantee must submit invoices electronically through Zoomgrants for approval. Once the invoice is approved, the applicant must submit in the District Integrated Financial System (DIFS).

Vendors are required to register as a DC Supplier in ARIBA within 30 days of the award determination. Payments are processed according to the District of Columbia Quick Payment Act of 1984, effective March 15, 1985 (D.C. Law 5-164, D.C. Code § 2-221.01- § 2-221.06).

Financial Management and System of Internal Controls

Award recipients and sub-recipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. § 200.302 and § 200.303, comply with standards for financial and program management.

INDIRECT COST CALCULATION

An applicant may include its indirect costs in its budget calculation (*see* the Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, effective March 16, 2021, D.C. Code § 2-222.01 *et seq*.). This may be done using a cost rate.

In the budget, an applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government; or
2. One of the following methods:
   a. 15% of the grant's direct costs;
   b. The same indirect rate that it has used with any District agency in the past two (2) years; or
   c. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines.

Record Keeping

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with ONSE grant terms and agreements. Staff positions that are fully funded by ONSE grant funds must utilize an external time reporting and tracking system. Staff are required to clock in and clock out of each workday, and awarded applicants must provide ONSE with the system-generated timesheet report. ONSE will not accept written submissions or timesheet reporting captured internally by Community-Based Organizations (CBO).

Non-Supplanting

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds that otherwise have been made available.

PROGRAMMATIC REQUIREMENTS

Reporting Requirements

The grantee will be required to identify, track, and report on performance measures and financial costs through monthly or quarterly reports. The grantee must submit the reports as a condition of continuing eligibility for funding. The ONSE will provide report templates with the grant award package. The final programmatic report will include quantification by the grantee of the Project's outputs and must describe the extent to which project outcomes met the objectives of the funded proposal. The report will require the submission of data and analysis of the data.

If a due date falls on a weekend or District holiday, the report is due the next business day. The information collected will determine financial reimbursement for the services provided during the period.

At any time before final payment and three years thereafter, the Grantee will provide data requests to ONSE in a timely manner. Data requests may include information related to grant expenditures, information about the sub-grantees, data collected, and performance metrics.

Report Type	Reporting Period	Due Date
Programmatic and Financial Reports	9	10th of each month

Financial Reports	Supporting Documentation
Internal Costs – Personnel, Fringe, Supplies, Equipment, Travel	Cancelled checks, receipts, payroll report or general ledger report accompanied by invoice.
External Costs – Contractors, Direct Operating Costs, Flex Funds/Other.	

If any documentation is missing or unclear, the reimbursement may be delayed or withheld.

DISCLOSURE

Other District Grants or Contracts

An applicant at the time of application must disclose any other grants or contracts it currently has with any agency of the District government, or that it has had in the past three years. Disclosure also includes any subcontracts or subgrants the applicant currently has or has received in the past three years from another entity that received the money for work the applicant is performing from the District government in whole or in part.

Disclosure of Legal Proceedings

All applicants are required to disclose, in a signed written statement, the truth of which is sworn or attested to by the applicant's duly authorized official, whether the applicant, or, where applicable, its officers, partners, principals, members, associates, or key employees, within the last 3 years prior to the date of the application, have not:

A. been indicted or had charges brought against them (if still pending), or been convicted of (1) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (2) any crime or offense involving financial misconduct or fraud; and

B. been the subject of legal proceedings arising directly from the provision of services by the organization; and

C. been debarred from conducting business with the District of Columbia or the federal government.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, debarment, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

AWARD ANNOUNCEMENT

ONSE will notify all applicants of the final award decision within forty-five (45) days after the application/competition's close date by January 16, 2026, through email. For applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contained, note any reduction in funding from the initial request, and outline the necessary steps that the applicant must complete to accept the grant award. ONSE may request supplemental documentation.

POST-AWARD

Grant awards resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of ONSE, considering a grantee's performance, changes in project conditions, or otherwise.

MONITORING AND COMPLIANCE

Specific monitoring and progress report schedules will be established and included in the grant agreement. ONSE staff may make a minimum of one scheduled and one unscheduled monitoring visit during the award period.

During such visits, the organization is required to provide access to facilities, records, curriculum materials, participants, and staff, as deemed necessary.

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to identify specifically whether the organization's operational, financial, and management systems and practices are adequate to account for grant funds.

RISK ASSESSMENT

If awarded, a risk assessment will be used to determine the level of monitoring to be performed and the frequency thereof. After the grant(s) are awarded, grantees will receive a risk classification based on past financial and programmatic reporting of the grantee and documentation submitted with the application, and other factors as detailed in the ONSE Grants Management Manual. Please review the website for more information.

TERMS AND CONDITIONS

ONSE reserves the right to make changes to this RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the District. Funding for grantees is contingent upon continued funding from the District.

This RFA does not commit ONSE to award grants. ONSE reserves the right to accept or deny any or all applications if it is determined to be in ONSE's best interest to do so. ONSE shall notify the applicant if it rejects their application. ONSE reserves the right to suspend or terminate an RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

ONSE reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to amend, extend, or rescind this RFA
if it determines it is in the agency or District's interest or in accordance with any applicable federal regulation or requirement. ONSE reserves the right to request additional information from any applicant.

ONSE shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

ONSE may conduct pre-award on-site visits to verify the information submitted in the

application and determine whether the applicant's facilities are appropriate for the services intended.

ONSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

ONSE shall provide citations to the statutes and implementing regulations that authorize the grant or sub-grant, all applicable federal and District regulations, and payment provisions identifying how the grantee will be paid for performing under the grant agreement, reporting requirements, including programmatic, financial, and any special reports required by ONSE, and compliance conditions that must be met by the grantee.

If the terms and conditions of this RFA conflict with any applicable federal or local laws or regulations or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

ONSE reserves the right to withhold funds and/or withdraw a grant award to applicants who change vendors during the period of performance prior to submission and approval by ONSE.

A request for a review of an Applicant's non-selection may be submitted to ONSE as outlined in Appendix B: ONSE Review Policy of ONSE's Grants Management Manual (September 2024).

SUPPLEMENTAL DOCUMENTATION

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the ONSE, prior to being implemented by way of a Grant Adjustment Notice. This template is located on Zoomgrants.

To remain eligible for this grant, all supplemental documentation must be submitted to the ONSE within five (5) business days of receipt of the award letter. If a grantee cannot provide these materials within five (5) business days they will be deemed ineligible.

1. ARIBA registration - Applicants must be registered as a DC Supplier in ARIBA within 30 days of the award determination. For more information, https://ocp.dc.gov/vendor-registration.
2. Automated Clearing House (ACH) Form – Approved grantees will receive disbursed funds via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved grantees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution. This form is in Zoomgrants.
3. If the grant award is over $300,000, the grantee will be required to execute a First Source Employment Agreement with the Department of Employment Services governing certain obligations of grantees regarding job creation and employment

generated as a result of the grant under the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, effective February 24, 2012 (D.C. Law 19-84, D.C. Official Code § 2-219.01 *et seq*.) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265, dated November 9, 1983.

4. All applicants are required to submit their Employer Identification Number (EIN).

LEGAL AUTHORIZATION

D.C. Code § 7-2411(f) permits grantmaking authority to ONSE for the purpose of providing funds that seek to reduce and prevent violent crime.

ADDITIONAL LEGAL COMPLIANCE PROVISIONS

The Applicant shall comply with all applicable District and federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to, **(1)** the Fair Labor Standards Act, as amended (29 U.S.C. § 201 *et seq*.); **(2)** the Hatch Act, as amended (7 U.S.C. § 361a *et seq*.); **(3)** the District of Columbia Hatch Act (D.C. Code § 1–1171.01 *et seq*.); **(4)** the Hobbs Act (Anti-Corruption), as amended (18 U.S.C. § 1951); **(5)** the Immigration Reform and Control Act of 1986, as amended (8 U.S.C. § 1101); **(6)** the Family and Medical Leave Act of 1993, as amended (29 U.S.C., Ch. 28); **(7)** the Occupational Safety and Health Act of 1970, as amended (26 U.S.C. § 651 *et seq*.); and **(8)** the Campaign Finance Reform Amendment Act of 2018 (CFRAA), as amended (D.C. Official Code § 1-1001.03 *et seq*.).

UPDATES&A)

Additional information may become available before the application is due. The applicant is responsible for visiting the ONSE's website for any updates.

STANDARD ASSURANCES - APPENDIX A

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including the Office of Management and Budget's (OMB) *Guidance for Federal Financial Assistance*, codified at 2 C.F.R. Part 200;[1] and Executive Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

4. It will comply with all applicable federal civil rights laws; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment.

5. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the **(1)** Sec. 10228(c) of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 U.S.C. §10101 *et seq.*); **(2)** Sec. 20110(e) of the Victims of Crime Act (VOCA) of 1984, as amended (34 U.S.C. § 20101 *et seq.*); **(3)** Sec. 11182(b) of the Juvenile Justice and Delinquency Prevention Act (JJDPA) of 1974, as amended (34 U.S.C. § 11101 *et seq.*); **(4)** Sec. 12291(b)(13) of the Violence Against Women Act (VAWA) of 1994, as amended, (34 U.S.C. § 12291 *et seq.*); **(5)** Title VI of

[1] Previously known as the Uniform Guidance (or Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and the OMB Guidance for Grants and Agreements.

the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d *et seq*.); **(6)** Section 504 (29 U.S.C. § 794) of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 701 *et seq*.); **(7)** Title II (42 U.S.C. § 12131 *et seq*.) of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq*.); **(8)** Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681 *et seq*.); **(9)** Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq*.); **(10)** Age Discrimination in Employment Act, as amended (29 U.S.C. § 621 *et. seq*.); **(11)** Equal Pay Act of 1963, as amended (29 U.S.C. 201); **(12)** Department of Justice Nondiscrimination Regulations (Nondiscrimination; Equal Employment Opportunity; Policies and Procedures) (28 C.F.R. Part 42) [**(a)** Subpart C - Nondiscrimination in Federally Assisted Programs— Implementation of Title VI of the Civil Rights Act of 1964 (28 C.F.R. § 42.101 *et seq*.); **(b)** Subpart D - Nondiscrimination in Federally Assisted Programs — Implementation of Section 815(c)(1) of the Justice System Improvement Act of 1979 (28 C.F.R. § 42.201 *et seq*.); **(c)** Subpart E - Equal Employment Opportunity Program Guidelines (28 C.F.R. § 42.301 *et seq*.); **(d)** Subpart G - Nondiscrimination Based on Handicap in Federally Assisted Programs or Activities — Implementation of Section 504 of the Rehabilitation Act of 1973 (28 C.F.R. § 42.501 *et seq*.); **(e**) Subpart I - Nondiscrimination on the Basis of Age in Federally Assisted Programs or Activities — Implementation of the Age Discrimination Act of 1975 (28 C.F.R. § 42.700 *et seq*.)]; **(13)** Department of Justice Regulations on disability discrimination (Nondiscrimination on the Basis of Disability in State and Local Government Services) (28 CFR Part 35); **(14)** District of Columbia Human Rights Act of 1977 (D.C. Code § 2-1401.01 *et seq*.); and **(15)** Title 4, Human Rights and Relations, of the D.C. Municipal Regulations (4 DCMR § 100 *et seq*.). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 (D.C. Official Code § 2-1931 *et seq*.).

6. If a governmental entity:

a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally assisted programs; and

b. it will comply with requirements of 5 U.S.C. §§ 501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official:_____

Date: _____

Project Title:

_____

STATEMENT OF CERTIFICATION – APPENDIX B

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;

2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;

3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

4. That the applicant's records will be made available for audit and inspection by the District, the agency, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives, as requested.

5. Will provide timely and reasonable access to grantees' personnel for the purpose of interviews and discussions related to the applicants' records and operations

6. That the applicant is in compliance with, and will continue to comply with, the applicable District licensing and tax laws and regulations, including being current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;

7. Is in compliance with, and will continue to comply with, the applicable required minimum insurance coverages required of grant recipients (e.g., Workers' Compensation, Errors and Omissions, and Professional Liability) that cover activities that might be undertaken in connection with the performance of the grant.

8. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

9. That, if required by the Office of Neighborhood Safety and Engagement, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;

10. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

11. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

12. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

13. That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.

14. That the applicant has a satisfactory record of integrity and business ethics;

15. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

16. That the applicant complies with provisions of the Drug-Free Workplace Act;

17. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;

18. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and

19. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant organization, I hereby certify that the applicant will comply with the above certifications.

Applicant Name: _____

Address: _____

Application Number and/or Project Name: _____

Typed Name and Title of Authorized Representative: _____

Authorized Representative: _____

Signature: _____ Date: _____

Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements – APPENDIX C

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 28 CFR pt. 69, "New Restrictions on Lobbying" and 28 CFR pt. 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of Neighborhood Safety and Engagement determines to award the covered transaction or grant.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR pt. 69, the applicant certifies that:

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities (attached), in accordance with its instructions;

c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR pt. 180:

a. The applicant certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a federal court, or voluntarily excluded from covered transactions by any federal department or agency;

i. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

ii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph(1)(b) of this certification; an

iii. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 2 CFR § 182.200 to 182.230, the applicant certifies that it will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b. Establishing an on-going drug free awareness program to inform employees about –

i. The dangers of drug abuse in the workplace;

ii. The sub-grantee's policy of maintaining a drug-free workplace;

iii. Any available drug counseling, rehabilitation, and employee assistance programs; and

iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: i. Abide by the terms of the statement; and ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Neighborhood Safety and Engagement, 100 42nd Street, N.E., Washington, DC 20019. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph(d)(ii), with respect to any employee who is convicted:

i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The sub-grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: _____

Street Address and Zip Code: _____

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR § 182.300:

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing within ten (10) calendar days of the conviction to: the Office of Neighborhood Safety and Engagement, 100 42nd Street, N.E., Washington, DC 20019.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant Name:_____

Address:_____

Project Name: _____

Applicant IRS/Vendor Number: _____

Typed Name and Title of Authorized Representative: _____

Date: _____

STATEMENT OF ELIGIBILITY TO RECEIVE GRANTS – APPENDIX D

I, _____, acknowledge and understand that the Office of Neighborhood Safety and Engagement (ONSE) cannot award a grant valued at $100,000 or more to a person who is ineligible to receive a grant because the person has made contributions or solicitations for contributions to –

a) An elected District official who is or could be involved in influencing or approving the award of an ONSE grant;

b) A candidate for elective District office who is or could be involved in influencing or approving the award of an ONSE grant; or

c) A political committee affiliated with a District candidate or elected District official who is or could be involved in influencing or approving the award of an ONSE grant –

beginning on the date the contribution or solicitation for contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether the contribution was made before the primary election.

I further acknowledge and understand that ONSE cannot award a grant valued at $100,000 or more to a person who is ineligible to receive a grant because the person has made contributions or solicitations for contributions to –

d) A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:

   (1) An elected District official who is or could be involved in influencing or approving the award of an ONSE grant; or

   (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving the award of an ONSE grant;

e) A political party; or

f) An entity or organization:

   (1) That a candidate or elected District official who is or could be involved in influencing or approving the award of an ONSE grant, or a member of his or her immediate family, controls; or

   (2) In which a candidate or elected District official who is or could be involved in influencing or approving the award of an ONSE grant has an ownership interest of 10 % or more –

beginning on the date the contribution or solicitation for contribution was made and continuing for 18 months after that date.

Therefore, in signing this statement, under penalty of perjury, I affirm that I am in compliance with D.C. Code § 1-328.15 and that to the best of my knowledge and after due diligence, I **have not** made a contribution or solicitation for contribution to any individual or entity listed in paragraphs (a) through (f) above and am eligible to receive a grant from the District valued at $100,000 or more.

_____ _____

Name, Title/Position Date

_____

Organization Name

Group Violence Reduction Strategy Grant Program Overview & Guidelines

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I. Introduction

The Office of Neighborhood Safety and Engagement (ONSE) has awarded select non-profit community-based organizations (hereinafter referred to as Grantee[s]) to operate ONSE's Group Violence Reduction Strategy (GVRS) grant within specific assigned neighborhoods within identified wards of the District. Grantees will be notified of the specific assigned neighborhoods upon the awarding of the grants.

Grantees are required to implement the ONSE GVRS approach, which aims to address the norms of perpetuating violence by focusing resources on individuals identified as being at the highest risk of involvement in gun violence. GVRS, also known as focused deterrence, is a nationally recognized approach that has the strongest formal evaluation record of any violence prevention initiative designed to reduce homicides and non-fatal shootings. GVRS is a form of intervention that yields results in violence reduction in the near future, typically 1-2 years. GVRS is an approach with an emphasis on intervention for homicides and serious violence. GVRS is best used by having fidelity to the approach while adapting it to fit the realities of the District.

II. Allowable and Prohibited Uses

ALLOWABLE	PROHIBITED[1]	

• Personnel & salaries
• Fringe benefits
• Program supplies
• Marketing materials
• Operating costs
  ○ Rent
  ○ Insurance
  ○ Utilities
  ○ Internet/Wi-Fi Service
  ○ Phone service
• Participant costs
• Contracts
• Indirect expenses
• Other costs*
 	
Subject to ONSE approval
	• Lobbying
	• Unapproved major equipment such as vehicles
	• Interest payments on loans, bad debt
	• Land purchases
	• Any programs, initiatives, or activities not directly associated with the grant program
	• To pay legal action against the District
	• Grant writing services
	• Contingencies
	• Indemnity insurance
	• Self-insurance
	• Re-granting (also known as sub-granting), sub-awarding, or subcontracting, unless previously approved by ONSE
	• Public relations of the organization
	• Faith-based activities
	• Cash incentives or gift cards (other than nominal amounts)
	• Tuition, awards, and scholarships
		• To cover any expenses made prior to the grant award
		• To supplant (replace) funds from other grant sources
		• Entertainment, alcoholic beverages, illegal drugs
		• General governance costs
		• Contributions or donations to outside organizations
		• Fundraising
		• Election expenses
		• Retirement or pension plans
		• Post-retirement benefits
		• Legal expenses or professional service costs
		• Fines and penalties, including any fines and penalties of any grant awards
		• Investment management costs
		• Staff or board bonuses, incentives, scholarships, and any payments to members of the Board of Directors

[1] The prohibited uses listed are examples and should not be considered exhaustive.

III. Grant Overview

A. Grant Description and Purpose

GVRS is a public safety approach that operates in high-violence neighborhoods using a data-driven, public-health approach to gun violence by treating it as a disease that can be interrupted, treated, and stopped from spreading. Research and data show that empowering communities to interrupt violence, intervening with those most likely to commit or be victims of violence, and changing norms around violence can have long-lasting impacts. ONSE staff manage grants to organizations that administer the GVRS approach and monitor data regarding its efficacy.

Core required implementation components:

1. **Detection of violent conflicts**

   Develop and maintain networks of neighborhood contacts and relationships that enable the detection of potentially violent conflicts so that program staff may intervene to de-escalate and mediate them to prevent violence.

2. **Identification of highest-risk individuals**

   Identify and establish relationships with the ***highest-risk*** individuals[2] to reduce their risk of involvement in gun violence.

3. **Community stabilization**

   Encourage and enable changes in community norms that are predictors of gun violence in high-violence-rate neighborhoods.

4. **Data analysis**

   Continually analyze data to ensure proper implementation of the GVRS approach and identify trends and changes in gun violence activity.

5. **Training**

   Ensure staff attendance and participation in all training and technical assistance.

[2] *See* Appendix ___ for Defining Criteria for Highest-Risk Participants.

B. Role of the Selected Grantee and ONSE

A. Role of Grantee

Programmatic

Each grantee is responsible for faithfully implementing the GVRS approach in the day-to-day operations of their program(s), including assurance of reliable program data collection, program oversight, and regular periodic review of program data and program performance. The Grantee will implement the GVRS approach within an assigned ward and ONSE-designated areas experiencing high-rates of gun violence over the past two years.

Personnel and HR

The Grantee shall hire, manage, and support all program staff, subject to ONSE oversight. In addition, the Grantee will ensure that all programs it operates faithfully implement all programmatic elements and activities of the GVRS approach, including client engagement; community mobilization; planning and organizing community activities and public education; coalition building; and leading and participating in other activities that engage the community in this initiative.

The Grantee's frontline program staff (Outreach Workers and Violence Interrupters) must be trusted community insiders. While both outreach workers and violence interrupters should share some life experience with the high-risk population being served, outreach workers should have some experience and/or training in human services or working in a helping capacity with at-risk persons in transition and an innate helping impulse.

Frontline staff must live in the focused community or have roots, history, and influential relationships in it. They should be known among high-risk people in the focused neighborhood and be able to elicit the trust of the neighborhood's broader population.

GVRS program managers should have periodic meetings with Metropolitan Police Department (MPD) commanders and community-based partners whose support is crucial to the project's success. Grantee program staff must organize community responses to every shooting that occurs within its assigned focused area in the form of a healing circle, vigil, or other similar public response. Each program must coordinate public education campaigns and organize quarterly community events that promote anti-gun violence messaging and alternatives to violence. The program must also recruit residents to be its eyes and ears.

Program staff must design or select existing relevant gun violence awareness and gun violence prevention messaging materials and distribute and post them throughout the community and on social media, encouraging community residents to contact program staff to alert them to neighborhood conflicts that program staff can intervene in and help to resolve before they

escalate to violence. All educational and marketing materials must be submitted to ONSE prior to posting and/or distributing.

B. Role of ONSE

Programmatic

ONSE will provide regular program monitoring and review programmatic aspects to ensure adherence to the Grant Agreement and scope of work/services and faithful and effective implementation of the GVRS approach. ONSE will also provide various technical assistance training courses to support the implementation of this project. ONSE will serve as the leading technical support advisor to the Grantee.

Fiscal and Administrative

ONSE will oversee and direct fiscal and administrative matters and ensure compliance with the terms of the Grant Agreement and these Program Guidelines.

C. Available Funding and Grant Period

The term of the grant shall be January 1, 2026, through September 30, 2026.

ONSE reserves the right, without prior notice, to reduce or cancel one or more of the grant implementation awards listed in the Fiscal Year 2026 (FY26) ONSE Group Violence Reduction Strategy Grant Request For Application (RFA), reject all applications, adjust total funds available, or cancel the FY26 ONSE Group Violence Reduction Strategy Grant RFA, in part or whole.

Funding levels of the respective programs and budget amounts in the grant, grant agreement, or related documents, if awarded, are contingent on continued District funding, grantee performance, and potential reduction, elimination, or reallocation of funds in accordance with applicable sections in the grant award or agreement.

D. Internal Controls

Participant Case Management

In FY26, GVRS grantees must share participant information for every participant carried on an outreach worker's or violence interrupter's caseload. ONSE will provide a program intake form that must be completed for each participant. Failure to complete the participant intake form may result in the denial of participant-associated expense reimbursement requests and a notice of deficiency.

Inventory

Grantees must conduct inventories of equipment purchased with grant funds to reconcile property to their records. Grantees should maintain an inventory report during the grant term and make it available upon request or inspection. Inventory reports should be updated after each grant-related purchase. A similarly updated inventory is required as part of the audited financial statement. Grantees must report any lost or stolen equipment valued at $500 or more purchased with ONSE funds to the Grant Administrator or their designee within 24 hours of the incident, describing their investigation into the loss and steps being taken to avert further loss. Depreciation or use charges on equipment acquired under a federally or district-supported project are unallowable.

Grantees must maintain property/inventory records for all equipment purchased with grant funds for three (3) years after the grant term. Records must include a description of the equipment, the manufacturer's serial number, model number, or other identification number, source of the purchase, date of purchase, cost, percentage of ONSE grant funds used in the purchase, condition of the equipment, and information on disposition if the equipment has been disposed of or sold.

ONSE reserves the right to conduct in-person inspections to account for inventory purchased using ONSE grant funds. ONSE will provide Grantees with advance notice to request in-person inspections. The notice will include the list of items to be verified and the date and time of the inspection.

Financial Conflict of Interest

Grantees should ensure that no direct or indirect financial conflict of interest arises during the grant's implementation and address any conflicts immediately. Failure to address financial conflicts of interest may result in a notice of deficiency, suspension, or termination of the grant.

The Financial Conflict of Interest Practices outlined below apply to all Grantees awarded an ONSE grant, staff and personnel paid using ONSE grant funds, and/or contractors, and vendors paid with ONSE grant funds.

1. **2 CFR § 200.459**

   "Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not *officers or employees of the non-Federal entity, are allowable*."

   Per 2 CFR § 200.459, employees of selected Grantees may not be paid using grant funds for professional or consultant services. Failure to adhere to 2 CFR § 200.459 will result in a repayment of funds to the District, and may result in a notice of deficiency, suspension, or termination of the grant.

2. Financial Gain

A conflict of interest for financial gain shall be presumed when Grantees and any key staff member: (i) does business with, or serves as a director, trustee, officer, employee or holder of more than 10% of ownership interests of, paid vendors, contractors or subgrantees; (ii) is affiliated, either through employment or volunteer activities, with a vendor, contractor, or subgrantee: (iii) has any other formal affiliation or material interest with a vendor, contractor, or subgrantee; or (iv) could expect financial gain or loss or other personal benefit from a financial decision or transaction with the vendor, contractor or subgrantee.

3. Non-Recurring Expenses

The Grantee shall seek pre-approval from the Grant Administrator listed in the Grant Agreement for non-recurring one-time expenses of over $1,000. Failure to do so may result in denial of reimbursement request(s) and a notice of deficiency.

4. Bank Statements

Grantees must submit a copy of monthly bank statements for all bank accounts in which ONSE grant funds have been deposited. The statements must be submitted to ONSE through reimbursement requests or with monthly reporting submissions. Bank statements should be submitted contemporaneously with the monthly statement (current or past month) or within 14 days following the end of each month. Failure to share monthly bank statements may result in a delay of reimbursements, rejection of reimbursement requests, a notice of deficiency, suspension, or termination of the grant.

IV. Group Violence Reduction Strategy Approach - Implementation

A. Approach Overview

Staff Time and Attendance

A reliable record of all staff attendance (i.e., time of arrival and departure) and punctuality for GVRS convenings should be kept. Records should be preserved indefinitely for future reference to determine appropriate disciplinary action or termination of employment for chronic absences and/or late arrival to shifts, meetings, events, etc. Violence Interrupter services must be worked in shifts, Monday through Saturday, 12:00 pm through 11:00 pm (and Sunday if the climate is hot), subject to change by season. Additionally, VIs are on-call to report unexpected incidents, seven days a week.

During working hours, including when on call, VIs are expected to physically respond to incidents within one (1) hour of notice.

- Response includes but is not limited to: visiting the relevant community; video or telephone conferences (after visiting the affected community); visits to the hospital; meetings with ONSE Staff; meetings with internal Grantee staff; visiting high-risk individuals or individuals impacted by an incident; identifying the victim and if possible, the aggressor; communicating and/or visiting with all program participants to assess for safety; attentively listening for precipitating factors that led to the incident, gleaning information for the possibility of retaliation or additional violence; gauging the community's response to the incident; and/or identifying preliminary de-escalation strategies to incident;

To ensure standardization and accuracy of reported time, GVRS grantees must utilize the uAttend time clock and provide copies of the timesheet reports to ONSE. Failure to adhere to this requirement may result in denying reimbursement requests for payroll.

All program team members must be in uniform when reporting for the day's tour. Failure to comply will result in dismissal for the workday without payment.

Daily Briefings and Debriefings

1. The Program Managers must convene daily briefings (15 to 30 minutes in duration) at the start of each VI and/or Outreach Worker work tour to present updated information on area conflicts and high-risk individuals; violent incidents and mediations; the day's goals; and clear instructions for the team to complete.
2. The Program Managers must convene daily de-briefings (15 to 30 minutes in duration) at the end of each VI and/or Outreach Worker work tour to discuss the day's goals, updated information on area conflicts and high-risk individuals, violent incidents and mediations, and clear instructions for the team to complete.
3. All staff are required to attend daily briefings and debriefings.

Staff Uniforms

Program staff must wear uniforms, including ONSE-issued uniform vests, and identification (ID) badges when on their respective work tour or when publicly representing the program at events, meetings, etc. ONSE will provide program staff ID badges.

The program budget provides assorted uniforms that are seasonal and weather-appropriate. Uniform designs should be consistent in color and design, and distinctive enough for team members to be recognized by residents and law enforcement. Previous uniforms utilized for grant programs under other District government agencies should no longer be used or displayed. The logo or name of the implementing community-based organization may be included on uniforms, but should be unobtrusive (i.e., displayed on the sleeve, hem, or in small print).

ONSE reserves the right to design and require a standard uniform for program staff.

Weekly Staff Meetings

The Program Manager must convene the entire staff for weekly meetings to review violent incidents in the focused area, mediations in progress, high-risk individuals to engage with, community conditions or changes, community events, goals, accomplishments, challenges, etc.

Weekly Participant Review

The Program Manager will meet with the Outreach Workers at least once weekly to review participant cases, recruitment plans and progress, individual participant cases (presented by Outreach Workers), risk reduction plans, caseload goals, and case management coaching and techniques.

Staff Supervision

Leadership staff must meet with each Outreach Worker and Violence Interrupter individually for supervision sessions. The sessions will include a review of accomplished and intended goals, challenges, performance feedback debriefing on Outreach Workers and Violence Interrupters' community observations and engagement in the focused area. *(Program Manager may divide supervision of staff)*.

Data Entry

1. At the end of the day's tour, staff should convene to report on the day's observations and issues.
2. Staff must enter and submit daily reports and other activity data for the day's tour.

Canvassing

1. Per the daily set goals, teams should canvass in pairs, groups, or as an entire outreach. Areas that the Grantee's staff is canvassing, including the scheduled time, must be reported to ONSE. Any changes to areas being canvassed or the scheduled time must be reported to ONSE. ***No team members should canvass the neighborhood alone.***
2. Team members should **NOT** establish routine (i.e., regular or repeated) routes for canvassing. Canvassing routes should vary, and staff should regularly stop to engage briefly with people they encounter in the neighborhood.
3. Canvassing teams should keep moving along their canvassing routes and **NOT** stand in one place for too long during their work tour.
4. The entire focused area should be canvassed at least once every 7 to 10 days. Further, the Grantee's staff should canvass non-focused areas monthly in the Grantee's assigned ward to build community engagement.

5. GVRS teams should walk their assigned sections of the focused area, introducing themselves and the GVRS approach to individuals they do not know and greeting and engaging with those they know.
6. All team members should affirmatively engage with residents, businesses, institution personnel, and others in the focused area to develop relationships and encourage people in the focused area to alert them when they observe or otherwise learn of disputes and conflicts that might lead to violence.
7. The GVRS team should distribute public education materials to those they encounter in the neighborhood. The organization should create and distribute different materials for highest-risk people and low-risk/no-risk individuals. The materials should include the program office's telephone number and an outreach team member.
8. Flyers announcing events (e.g., community events, community response events, etc.) should be distributed while canvassing and posted in visible locations where permission to post has been obtained. Additional information regarding resources and neighborhood issues (e.g., health services, community meetings, and events) should be distributed while canvassing.
9. Hotspots and locations where high-risk individuals are known to congregate should be regularly visited while canvassing with the aim of getting to know the names and faces of those who frequent those locations.

Community Events

Each organization must plan, organize, and host at least one (1) community event quarterly. Community event concept and safety plans must be submitted at least seven days before the event. After-action reports must also be submitted for each community event within 48 hours following the event. Failure to submit a concept plan, safety plan, and/or after-action report may result in a denial of reimbursement requests for community event-related expenses. ONSE reserves the right to define approvable types of community events held by GVRS sites.

Grantees are required to submit pictures for all community and participant events via their assigned Box.com folder. Photos must be uploaded to Box.com within **seven (7) days** following the event.

Community events must be planned to serve the following purposes:

1. The program staff should meet and obtain contact information from neighborhood residents to expand the program's network of support.
2. Convene neighborhood residents for recreation, education, and/or community action.
3. Encourage neighborhood residents to occupy public space and demonstrate community convenings for positive experiences without violence.
4. Inform neighborhood residents about community issues, resources, meetings, events, and District initiatives.
5. Promote community safety, unity, and discouragement of gun violence.

6. Include an affirmative effort to provide an accurate count or close estimate of those in attendance.
7. Based on themes relevant to the program mission.

Program Participant Engagement

Each Outreach Worker should recruit, develop, and manage a caseload of 10 to 15 high-risk program participants.

Outreach Workers should be hired based on experience in aiding others (e.g., coach, counselor, customer service agent), outgoing personalities, and listening skills. While relationships within the community are important qualifications, communication skills, empathy, and an innate impulse to help others are key to building and maintaining relationships with program participants.

Outreach Workers must contact each of their participants at least three times each week. Contact can be in-person, virtual, a phone call, or a text message. Each contact should be recorded and reported in the database. At least one contact with each participant should be in person in a mutually safe space.

The goals of Outreach Workers' engagement with participants are:

- Prevent or discourage participation in conflicts
- Empower participants to manage conflicts without guns when engaged in conflicts
- Avoid involvement in any violence
- Help identify unmet needs and assist with meeting those needs
- Develop short-term and long-term goals with detailed plans

Each organization must plan, organize, and host at least two (2) participant events monthly. Participant event concept plans must be submitted at least seven days before the event. After-action reports with photographs must also be submitted for each participant event within 48 hours following the event. Failure to submit a concept plan and/or after-action report may result in a denial of reimbursement requests for community event-related expenses. ONSE reserves the right to define approvable types of participant events held by GVRS sites.

Outreach Workers (with the aid of the Program Manager) must organize and convene at least two (2) participant events each month that are appropriate for high-risk individuals with the aim of:

- Offering new, safe, legal recreational and learning experiences.
- Thoughtfully bringing small groups of high-risk individuals together for positive activities without aggression, confrontations, or violence.
- Expanding participants' vision of possibilities for a positive, crime-free, nonviolent lifestyle.

- Lowering participants' defenses for open dialogue and meaningful counseling and mentoring.
- Sharing information about themselves and the high-risk population of the focused neighborhood, to build trust and rapport.

Participant events involving or mimicking violence must be avoided (e.g., paintball outings, Mixed Martial Arts (MMA) events).

Youth Engagement

ONSE recognizes that there are situations or instances where engagement with youth ages 17 and younger may be required to ensure community safety and gun violence prevention. In accordance with D.C. Code § 7-2411(b)(5), Grantees may request approval to engage youth below the traditional client age of 18-35 based on providing a written memorandum.

The Grantee must submit a written memorandum to ONSE that includes the following **required** information –

- The names of the youth engaged;
- The date of birth for each individual;
- A parental consent form (this should be the organization's parental consent form);
- Confirmation that any staff working with youth under the age of 18 has had the proper background check, including the CFSA Child Protection Register check;
- Describe in detail the climate of the community. Include any recent documented incidents within the community;
- Intake Form to confirm emergency contact information; and
- A description of programming. Programming may provide incentives to support positive behavior, but it is imperative to have behavior modification training.

Once the memorandum has been submitted to ONSE, ONSE will review it for completeness and necessity and request additional information if necessary. Then, ONSE will make a final determination.

Conflict Mediation

When the program is made aware of conflicts that have the potential of escalating to violence, the following steps should be taken:

1. Grantee's leadership staff will immediately convene and inform the team about what is known about the conflict: who is involved, how long the conflict has been brewing, what is known about the nature of the conflict, who the parties to the conflict are, and whether they are high-risk, medium-risk, or low-risk individuals (i.e., are any of the

parties known to shoot people, known to be armed, known to have gun access, known violent group, member, etc.).

2. Determine whether any members of the program outreach team know any of the parties to the conflict. If unknown to team members, the team should next determine whether anyone knows a third party who has a relationship with one or more parties to the conflict.
3. Develop a plan (e.g., attempt to keep the parties apart; engage with one or more parties to the conflict to encourage them to discuss their issues, de-escalate their anger; or buy time by spending time with parties to the conflict).
4. The Program Manager will assign team members to lead the mediation with other team members in support. Team members should never attempt to mediate conflicts alone, nor should team members mediate conflicts without the knowledge of their Program Manager and the support of other team members. There should be no attempts at solo mediations.
5. Parties to conflicts should **NOT** be brought together until there has been significant de-escalation. If and when both parties (or representatives of the groups in conflict) meet with the mediators, extreme care must be taken to ensure safety regarding:

    a) Who will be the lead mediator.
    b) No one at the meeting is armed.
    c) All parties agree upon the meeting location as being safe and secure.
    d) Clear knowledge of who will be present at the meeting.
    e) Ensuring both parties are committed to resolving the conflict.

6. When the meeting requires the services and skills of a mediator, the following steps should be taken:

    a) Mediation leaders try to establish contact with the parties involved in the conflict.
    b) Establish the conflict and work to develop possible solutions that meet all parties' needs and allow all parties to preserve their dignity or uphold their reputations ("save face").
    c) Work with the conflicting parties to reach an agreement that prevents shootings or other violence.
    d) Monitor the situation by frequently contacting all parties involved in the conflict to ensure that the agreement is being held.
    e) All mediation activities must be recorded in the database. The opening, each meeting or contact with parties to the conflict, agreements, and follow-up(s) should be noted in the database.

Conflict Mapping

Conflict mapping is a critical tool for visualizing and analyzing the complex dynamics of conflicts within a program area or between groups. It helps identify key actors, relationships,

underlying issues, and potential triggers, allowing teams to develop effective intervention strategies to prevent violence.

GVRS teams must document and map all major conflicts and shooting incidents within the assigned program area using the ONSE conflict mapping step-by-step guide.

Shooting Incidents In or Near the Focused Area

When shooting incidents occur in or near the focused area:

1. The entire program team must be alerted and report to the program office.
2. Under the supervision of Leadership Staff, the team will assemble all known facts and questions about the incident, including the identities of victims and persons they were known to conflict with, as well as family and associates who might attempt violent retaliation.
3. The team will organize and lead a community response to the shooting incident within 72 hours after the incident at or near the scene of the incident.

Staff should utilize neighborhood contacts to inquire by telephone, text, social media, etc., to learn the nature of the shooting incident. This will avoid being counterproductive by having the entire team deployed to the shooting scene.

A pair of team members may be dispatched to the shooting scene if the team learns about the incident immediately or shortly after it happens, but the rest of the team should make inquiries more widely using their personal networks.

1. Team members will be assigned to obtain more facts about the conflict and the shooting incident.
2. Team members are assigned to contact victims' family, friends, and associates to assess attitudes, emotions, and potential for attempted retaliation.
3. If appropriate, the team should use mediation procedures to prevent retaliation and an ongoing cycle of violence.
4. The team will organize and lead a community response, such as a healing circle or vigil, to the shooting incident within 72 hours after the incident at or near the scene of the incident. The community shooting response may be delayed or conducted at a different location if there are issues of safety or sensitivity of survivors, families, or community residents.
5. The team should distribute flyers throughout the neighborhood announcing a community response to a shooting incident and to bring as many residents as possible to the community response.
6. Members of the clergy, Advisory Neighborhood Commissioners (ANCs), community and organization leaders, and staff should be specifically focused for their support and attendance at the community response.

7. Community shooting responses should be limited to 30 minutes. If residents wish to remain at the community response site, staff may remain to interact with them, but signage, tables, etc., should be removed to indicate that the event has ended.
8. The local MPD district commander should be alerted to where and when the shooting response event will be held and how many people are expected to attend.
9. Community residents should organize larger public responses to shooting incidents instead of the GVRS program team. GVRS programs may assist with organizing and participating in larger community response events; however, GVRS programs are still required to convene a 30-minute public response to a shooting incident.

Public Education Materials

Separate and different public education materials should be designed for different sectors of the public: messaging to the public, messaging to the high-risk focused population, and messaging to residents of the focused neighborhood.

Public education materials include:

1. Providing contact information for the program office and Program Manager. The program office's address and phone number should appear on all public education materials.
2. Business cards for Outreach Workers and Violence Interrupters imprinted with their names, office phone numbers, mobile phone numbers, email addresses, and any social media contact information associated with their GVRS work.
3. General "stop gun violence" messaging.
4. Displaying a program tag line, e.g., "STOP SHOOTING. START LIVING" – "GUNS DOWN. LIFE UP!"
5. Conveying alternatives to shooting and the consequences of shooting messages to high-risk focused individuals.
6. Other relevant information designed to help the public consider the consequences and alternatives to gun violence.

Data

All program activities are recorded in the ONSE GVRS database. All staff must submit a daily record of their activities for each workday.

Program activities recorded in the database include:

- Shooting incidents
- Follow-up(s) by program staff
- Mediations
- Canvassing hours
- Participant contacts

- Participant enrollments and discharges
- Staff supervision
- Community events
- Participant events
- Community shooting response events
- Participant caseload data

Complete and accurate data are critical to facilitating daily program management, oversight, impact assessment, and evaluation.

B. Hiring and Staffing Requirements

All GVRS program staff shall be selected from pools of candidates, including community residents and others with a demonstrated ability to effectively perform the duties outlined in job descriptions and effectively engage with the focused population.

Please note that the positions listed below are grant-funded, subject to terms not exceeding the grant period. Grantees are permitted to request approval for positions that are not listed below to be approved for grant funding. Grantees, however, must provide written justification for the position they seek to be funded, and include in their justification whether the position is full-time or part-time, and whether the position will be fully funded by the grant or a certain percentage. ONSE will review the submission and may require additional information. ONSE will make the final determination.

Employment is not guaranteed beyond the grant period of January 1, 2026, to September 30, 2026.

Program Managers (PM) are responsible for setting violence reduction goals, planning operations and activities to meet goals, and developing violence reduction and community strengthening coalitions with other community organizations and individuals. They are also responsible for scheduling accurate, timely data recording and timely submission of the program report. To succeed, PMs should have prior experience in leading project teams or program teams in pursuit of programmatic goals, project management, team leadership, staff development, and staff supervision.

Outreach Workers (OW) develop networks and trusted relationships with both the high-risk population of the focused neighborhood and other residents, from whom they learn of conflicts in which they and other members of the outreach team can intervene and help to resolve before they escalate to gun violence.

Outreach Workers also maintain caseloads up to 15 ***high-risk*** individuals who have been assessed as high-risk for involvement in gun violence, either as perpetrators or as victims. Outreach Workers work closely with those they assist, often in non-traditional settings and during non-

traditional hours when local data indicate violence is most likely to occur, particularly evenings, late-night hours, and weekends.

Violence Interrupters (VIs) establish and maintain a network of personal relationships with high-risk individuals and groups and other key influential individuals in and around the program-focused area. They work closely with the Program Manager and team to formulate action plans to resolve conflicts. VIs may also carry a caseload of high-risk participants before they are referred to an Outreach Worker.

Case Managers are professionals who provide support to individuals at high risk of involvement in violence. This role involves building trust and relationships, mediating conflicts, and connecting clients with services like housing, job training, and healthcare to help them change their life trajectory and prevent future violence

Administrative Support Worker combines standard clerical duties. This specialized role helps the "violence interrupters" and other program staff focus on their frontline work by managing the necessary office tasks.

Human Resources

Selected Grantees must commit to paying staff at rates that are consistent with the following annual minimums:

- Program Manager (1): $67,500 plus benefits paid on an annual basis
- Outreach Worker (2): $57,500/year plus benefits paid on an annual basis
- Violence Interrupter (4): $50,000/year plus benefits paid on an annual basis

In implementing the GVRS approach, Grantees must adhere to the ONSE staffing structure, job titles, and job descriptions. Grantees must provide written justification for any deviation from the recommended staffing structure, which ONSE must approve before a different staffing structure can be implemented.

Grantees must commit to filling program vacancies within 45 days. Any position that is vacant for more than 45 days is ***non-compliant*** with the ONSE grant-funded personnel policies.

Hiring Requirements

Grantees must submit all job candidates for interviews by a panel of community members and Grantee staff. Hiring panels that include community members help ensure transparency and that there is community buy-in and investment in the program. These panels should include key community stakeholders, including community-based organizations, leaders of faith communities, community advocates, and a representative from the DC Metropolitan Police Department. However, ultimate hiring decisions rest with the Grantee.

Grantees must be willing and able to hire individuals with criminal backgrounds. All Grantees must submit a returning citizen hiring policy statement (See ***Appendix B: Sample Policy Guidelines for Hiring Returning Citizens***).

Job candidates who have been convicted of domestic violence offenses (within ten years), sexual abuse/assault, arson, animal cruelty, or crimes involving children may **NOT** be hired as program staff. Disqualification of other convictions will be determined on a case-by-case basis. Job candidates and GVRS staff with pending felony or serious misdemeanor criminal charges are ineligible to work for GVRS.

People considered for employment who are under supervision by probation, parole, or the courts must have written permission from the supervising officer to accept a position as an Outreach Worker or Violence Interrupter under this grant, as their position's job duties may technically violate the terms of supervision.

New staff will complete a probationary period of 60 days and must complete the ONSE GVRS new-hire orientation training. As a condition of initial or continued employment under the grant, all staff, both full- and part-time staff, must complete background clearance packets provided by ONSE annually. Documents must be submitted to the ONSE. In the event of a new hire, a background clearance packet must be completed within thirty (30) days of tentative selection. established timeframes. A background check may be requested as needed in the event of an incident, investigation, or arrest. The background clearance packet requires the submission of the following documents:

1. Government-Issued Photo ID (front; back if address/validity shown)
2. IHSC FBI Report (Criminal Background Check)
3. Drug Screening
4. ONSE Confidentiality Form
5. Written statement supporting hiring decision
6. ONSE Ethics Form
7. Organization's Transportation Form
8. Driving Record (if applicable)
9. DC Child Protection Register Check - Child and Family Services Agency
10. ONSE Outside Employment Disclosure Form

Employees whose drug screenings reveal use of illicit drugs, not including marijuana, background checks that reveal criminal activity, or who do not submit a complete background clearance packet are subject to immediate dismissal.

Separation of Employees

Once a Grantee separates an employee, the Grantee must retrieve all ONSE grant-funded equipment, including cell phone(s) and laptop computer(s), Grantee uniforms and ID badges, and

any and all Grantee and/or ONSE paper-based or computer-based documents on computer disks, hard drives, storage drives, and any other electronic media containing such documents in the employee's possession.

C. Documentation and Monitoring

Programmatic Reporting

The Grantee must collect and maintain data using the ONSE-provided reporting tools. Successful applicants must ensure that GVRS program staff accurately input data into the database and provide monthly progress reports that include data and program narratives using an ONSE-provided template.

Grantees must also provide monthly narrative and financial reports using the templates provided by ONSE. All financial reports must be updated to reflect ONSE-approved reported expenses. If an invoice is revised after the financial report has been submitted, Grantees are responsible for updating the financial report documents in the database designated by ONSE.

Monitoring

Selected grantee(s) may receive scheduled or unscheduled site visits from ONSE staff to review the grant file, administrative procedures, and program operations. Monitoring is designed to determine the grantee's level of compliance with District and federal requirements as applicable, and to identify whether the Grantee's operational, financial, and management systems and practices are adequate to account for program funds in accordance with District requirements and federal requirements as applicable. Failure to comply with requirements may result in payment suspension, payment reduction, or termination of the grant.

Selected Grantee(s) are expected to retain all original source documentation for examination by ONSE (bills, invoices, receipts, payroll registers, timesheets, etc.) for a period of three years after the date of the final payment.

Program Documentation

The Grantee shall complete all electronic forms provided by ONSE and provide appropriate oversight to ensure accuracy. Any documentation not stored in the ONSE database must be stored in a locked file cabinet and be made available for review by ONSE.

The Grantee is responsible for maintaining records in the database to document all program activity, including, but not limited to, the following:

- Daily Logs (required to be submitted by all program staff)
- Violence Interrupter logs

- Violent Incidents and Violent Incident Reviews
- Community responses to shooting incidents
- Conflict Mediations
- Team Meeting forms
- Program Participant Caseload Census
- Participant Risk Reduction Plans
- Risk reductions
- Participant events
- Individual Supervisions
- Community events

Monthly Reporting Requirements

Monthly reports must contain the following:

- A brief (one to two page) narrative describing activities undertaken for the month, notable accomplishments, violence reduction challenges, and plans for the coming month
- Number of gun violence incidents for the month, progress in understanding its underlying conflict, and status of the conflicts
- Number of key individual contacts (persons who may alert the program of conflicts and disputes)
- Number of mediations conducted
- Number of follow-up mediation activities
- Number of completed mediations with outcomes
- Identification of hot spots[3]
- Staffing changes

The Grantee shall submit program data and other information required by ONSE regarding activities and outcomes in a form and manner according to a schedule specified by ONSE.

Reports will be submitted by the 15th day of each month (reporting documents will be provided). If the 15th day of the month falls on a weekend or holiday, reports will be submitted on the next business day.

Training

Successful candidates are ***required*** to complete the ONSE GVRS new hire orientation within 45 days of employment.

[3] Hot spot is defined as a place where there is gun violence activity or a place where alleged shooters reside or congregate.

GVRS staff must attend all training courses and meetings sponsored by ONSE. Notices of these events will be provided at least a week in advance. Staff who miss 25% or more of the ONSE training will be suspended and ineligible to work until the missed workshops or sessions are attended.

Equipment

Grantees must ensure that individuals hired will be provided with the equipment needed to fulfill their duties. This includes cell phones and access to a computer with internet service.

Personnel Monitoring

1. Grantees must notify ONSE, in writing, of arrests, vacancies, suspensions, or terminations of staff within 24 hours of an employee's change in status. Failure to maintain the number of staff members per program as required in the grant agreement and/or budget workbook for more than 45 days may result in suspension/termination of the grant.
2. Grantees must conduct quarterly staff reviews to ensure their employees have not been arrested and/or convicted of any new charge(s). All arrests and/or convictions must be reported to ONSE within 24 hours. Any worker arrested and charged with a felony or serious misdemeanor must, at a minimum, be suspended pending review by the Grantee and ONSE. Any employee convicted of a felony or a serious misdemeanor while employed as GVRS staff must be dismissed from employment by the Grantee. To conduct quarterly reviews, Grantees should utilize free public criminal case search databases of local jurisdictions:
   a) Washington, D.C.: https://eaccess.dccourts.gov/eaccess/home.page.2
   b) Maryland: https://casesearch.courts.state.md.us/casesearch/inquiry-search.jsp
   c) Virginia General District Court (Alexandria, Arlington, Fairfax City, Fairfax County, Falls Church, Loudoun, Prince William): https://eapps.courts.state.va.us/gdcourts/welcomePage.do?
   d) Virginia Circuit Court (Alexandria, Arlington, Falls Church, Loudoun, Prince William): https://eapps.courts.state.va.us/CJISWeb/circuit.jsp
   e) Virginia Circuit Court (Fairfax City and County): https://www.fairfaxcounty.gov/apps/ECS_Public/

   Grantees must submit proof of their searches to show that no recent arrests and charges have occurred, or, if a staff member is arrested and charged, the arrest and charge are for a non-serious misdemeanor.
3. Grantees must require their staff to disclose outside employment or self-employment, including employment with the District government, employment with other organizations that do business with the District government, or employment with the Grantee in providing services for other District government contracts or grants.
4. Grantees must agree to institute disciplinary measures for employees who fail to perform job duties as outlined in job descriptions and ONSE-sponsored training. Disciplinary actions should include, but are not limited to, verbal warnings, written

warnings with corrective action plans, suspension without pay, and termination of employment. A copy of this disciplinary policy should be available to ONSE upon request. Any revisions to the policy must be forwarded to ONSE within 30 days of the implementation of the revision.

5. Grantees must evaluate all staff members at least once per year to ensure that team members still possess the credibility and skills needed to work with key individuals/groups. Evaluation of staff members includes a review of staff performance, background screening, and community support.

6. Grantees must conduct performance reviews and evaluations of program staff. They must address performance deficiencies and document the actions and steps taken to address them. Grantees must share copies of corrective action plans, write-ups, suspension, and termination letters with ONSE.

Appendix A: Program Staff Job Descriptions

JOB DESCRIPTION

Program Manager

The successful candidate for the Program Manager position will be an experienced manager and leader with integrity, a professional demeanor and conduct, and commitment to community service. This position involves leading a team of five to seven individuals in implementing the GVRS approach.

Responsibilities

As a member of the team, the Program Manager will:

1. Complete all ONSE-sponsored training
2. Engage in ongoing learning about the approach and community violence
3. Conduct briefings with the program team to review conflict and violence issues in the focused neighborhood and set each day's goals and activities
4. Model professional demeanor and attitude for program staff
5. Provide supervision of and support to the program team
6. Set and lead staff in pursuit of daily, weekly, and monthly goals
7. Provide staff with ongoing coaching in the GVRS approach
8. Provide staff with ongoing feedback and professional development
9. Prepare program progress reports
10. Ensure faithful implementation of all components of the GVRS approach
11. Ensure that all program activities and violent incidents are documented in the ONSE database
12. Review staff daily logs and program inputs at least once each month
13. Lead neighborhood coalition and partnership-building strategies
14. Develop social services, education, employment, mental health, and other resources for program participants
15. Liaise with the MPD local district commander
16. Serve as liaison with ONSE's Violence Intervention division
17. Oversee planning, organizing, and conducting of GVRS community activities and events, including community shooting response events
18. Ensure that program participants are effectively served
19. Oversee design, production, and targeting of public education materials
20. Conduct community organizing activities in the program-focused neighborhood to help build community agency and cohesion
21. Attend all meetings with the ONSE Violence Intervention division

Qualifications

Program Managers must be organized and experienced professionals who:

- Have verifiable familiarity with the landscape and residents of the assigned ward and/or focused community, with an intimate knowledge of the community's focus and needs
- Possess a high school diploma or equivalency certificate (some college is a plus)
- Demonstrate basic computer user skills, including facility with Microsoft Office Suite
- Have at least 3 years of experience in a supervisory, management, or professional leadership role
- Possess a demonstrated ability to effectively supervise and develop a staff of up to seven individuals, many of whom may have little or no work experience
- Possess a demonstrated ability to lead and develop a project team in mastering new skills and applying them to prescribed programmatic concepts and practices
- Possess experience and a demonstrated ability to plan program operations and to manage a program budget
- Possess a demonstrated ability to meet program milestones and strategic goals
- Demonstrate excellent oral and written communication skills
- Demonstrate facility with Microsoft Suite and desktop publishing
- Have experience with complex planning and scheduling
- Have experience with database input and report generating
- Have experience in community-based human service programming
- Understand community conflict and violence
- Have knowledge of conflict mediation or nonviolent conflict resolution
- Have knowledge of accepted basic counseling and case management practices
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or previous convictions for sexual assault or child abuse

Job offers will be conditional, contingent on background checks and drug screenings.

[NO FURTHER TEXT ON THIS PAGE]

JOB DESCRIPTION

Outreach Worker

Outreach Workers must be individuals with integrity, professional manner and conduct, and commitment to community service. This position involves community outreach, conflict resolution, and participant recruitment.

Responsibilities

As a member of the team, the Outreach Worker will:

1. Complete all ONSE-sponsored training
2. Identify and gain access to high-violence locations within the neighborhood
3. Establish and maintain relationships with high-risk groups and individuals, as well as other key influential individuals in and around the program-focused area, who agree to alert GVRS staff to brewing conflicts that have the potential of escalation to gun violence
4. Use personal networks, inroads, and observation to identify conflicts that have the potential to escalate to gun violence
5. Identify individuals and groups at the highest risk of involvement in a shooting or killing and share their identity and the nature of their risk with the GVRS program team
6. Work with the GVRS Program Manager and the program team to formulate action plans to help resolve conflicts
7. Work closely with GVRS program team leaders and colleagues to mediate and help to resolve conflicts peaceably
8. Keep GVRS program leaders and colleagues up to date on mood and dynamics in the focused area and the surrounding neighborhood
9. Help high-risk individuals to deal with "in the moment" rage, anger, stressful events, and other triggering situations without violence
10. Identify and recruit high-risk individuals as potential program participants
11. Provide counseling, support, and resources to help program participants reduce their risk of involvement in violence
12. Play an active role in planning and implementing program community events and participant events
13. Attend all scheduled and unscheduled meetings as directed by program leaders
14. Maintain a daily report of each workday's activities and contacts in the ONSE database
15. Record specified activities in the ONSE database

Qualifications

Outreach Workers must be organized and experienced professionals who:

- Have verifiable familiarity with the landscape and residents of the assigned ward and/or focused community, with an intimate knowledge of the community's focus and needs
- Have extensive personal contacts in the program's assigned focused neighborhood
- Possess a high school diploma or equivalency certificate (college is a plus)
- Possess basic computer user skills, including facility with Microsoft Office Suite
- Can engage and build trust with high-risk individuals, including those affiliated with crews, gangs, or justice-involved populations
- Can conduct needs assessments, develop success plans, and connect participants to supportive resources (employment, housing, mental health, etc.)
- Have strong organizational and documentation skills; ability to maintain accurate records and meet reporting requirements
- Have lived experience or credible messenger background (e.g., prior justice system involvement, history in high-risk communities) strongly valued
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or previous convictions for sexual assault or child abuse

Job offers will be conditional, contingent on background checks and drug screenings.

[NO FURTHER TEXT ON THIS PAGE]

JOB DESCRIPTION

Violence Interrupter

Violence Interrupters must be individuals with integrity, a professional manner and conduct, and a commitment to community service. This position involves community outreach, information gathering, and conflict resolution duties.

Responsibilities

As a member of the team, the Violence Interrupter will:

1. Attend and actively participate in all ONSE-sponsored training and convenings
2. Identify and gain access to high-violence locations within the neighborhood
3. Establish and maintain a network of personal relationships with high-risk individuals and groups, as well as other key influential individuals in and around the program-focused area, who agree to alert GVRS staff to brewing conflicts that have the potential of escalation to gun violence
4. Use personal network and observation to identify conflicts that have the potential to escalate to gun violence
5. Engage with residents, business operators, and organizations in the program-focused neighborhood to explain the GVRS approach and how it works
6. Identify individuals and groups at the highest risk of involvement in a gun-related incident and share their identity and the nature of their risk with the GVRS program team
7. Work with the GVRS Program Manager and the program team to formulate action plans to resolve conflicts
8. Work closely with GVRS program team leaders and colleagues to mediate and help to resolve conflicts peaceably
9. Keep GVRS program leaders and colleagues up to date on mood and dynamics in the focused area and the surrounding neighborhood
10. Help individuals deal with "in the moment" rage, anger, stressful events, and other triggering situations without violence
11. Refer high-risk individuals to GVRS program Outreach Workers as potential program participants
12. Play an active role in planning, organizing, and implementing program community events and participant events
13. Attend all scheduled and unscheduled meetings as directed by program leaders
14. Maintain a daily log of each workday's activities and contacts in the ONSE database
15. Record specified activities in the ONSE database

Qualifications

Violence Interrupters must be organized and experienced professionals who:

- Have verifiable familiarity with the landscape and residents of the assigned ward and/or focused community, with an intimate knowledge of the community's focus and needs
- Are respected and credible with high-risk individuals and groups in and around the focused area
- Are outgoing and willing to engage with all people in the focused neighborhood
- Are viewed as suitable for community work by neighborhood residents
- Possess excellent interpersonal skills
- Possess excellent oral communication skills
- Have in-depth knowledge of alliances, groups, crews, gangs, and individuals at high risk of involvement in gun violence in the program-focused area and the surrounding neighborhood
- Have strong personal relationships with a network of people in and around the focused area
- Possess a valid District driver's license, insurance, and good driving record
- Have no pending criminal cases or prior convictions for domestic violence (within 10 years) or previous convictions for sexual assault or child abuse
- Can prevent larger-scale events or retaliatory violence before it occurs
- Have experience working in a helping capacity with at-risk youth and gang members is a plus
- Have knowledge and/or experience with crisis intervention and/or conflict mediation is strongly desired

Job offers will be conditional, contingent on background checks and drug screenings.

[NO FURTHER TEXT ON THIS PAGE]

JOB DESCRIPTION

Case Manager

The Case Manager plays a vital role in reducing community gun violence by working directly with individuals at the highest risk. This position involves intensive outreach, case management, conflict mediation, and community engagement to support participants in making positive life changes.

Responsibilities

As a member of the team, the Case Manager will:

1. Always maintain an active caseload of 10-15 participants
2. Conduct intake screenings to determine eligibility
3. Maintain regular contact with each participant, including:
    a) Three (3) home or neighborhood visits per week
    b) Three (3) additional face-to-face meetings per week
    c) Eight (8) meaningful phone conversations per month
4. Develop and monitor risk reduction plans for each participant
5. Track progress and update plans monthly
6. Connect participants to services such as job training, education (GED/TASC), therapy, drug treatment, and mentoring
7. Advocate on behalf of participants when needed
8. Build trust with high-risk individuals and their networks
9. Be present in the community to identify and de-escalate conflicts
10. Respond to the shooting by supporting the victims and their families to prevent retaliation
11. Lead or support group sessions with participants and community members
12. Distribute public education materials and attend community events
13. Build relationships with community leaders and outreach partners
14. Maintain detailed case notes and contact logs
15. Enter all data into the designated system daily
16. Maintain regular communication with supervisors
17. Be available for 24-hour on-call support as assigned
18. Attend staff meetings and required CBO and ONSE internal/external trainings
19. Participate in ongoing training, including conflict mediation, motivational interviewing, and trauma-informed care

Qualifications

The Case Manager must be an organized and experienced professional who:

- Has extensive personal contacts in the program's assigned target neighborhood
- Possesses a high school diploma or equivalency certificate (college is a plus)
- Possesses basic computer user skills, including facility with Microsoft Office Suite
- Can engage and build trust with high-risk individuals, including those affiliated with crews, gangs, or justice-involved populations
- Can conduct needs assessments, develop success plans, and connect participants to supportive resources (employment, housing, mental health, etc.)
- Has strong organizational and documentation skills; ability to maintain accurate records and meet reporting requirements
- Has lived experience or credible messenger background (e.g., prior justice system involvement, history in high-risk communities) strongly valued
- Has no pending criminal cases or prior convictions for domestic violence (within 10 years) or previous convictions for sexual assault or child abuse

Job offers will be conditional, contingent on background checks and drug screenings.

[NO FURTHER TEXT ON THIS PAGE]

JOB DESCRIPTION

*Administrative Assistant *Optional**

The Administrative Assistant provides high-level administrative, logistical, and reporting support for the violence interruption program. This role ensures smooth day-to-day operations, assists with program coordination, and supports staff in their community outreach.

Responsibilities

As a member of the team, the Administrative Assistant will:

1. Provide administrative and clerical support to program leadership and outreach teams
2. Manage scheduling, meeting coordination, and calendar maintenance
3. Prepare correspondence, reports, meeting minutes, and presentation materials
4. Maintain accurate program files, records, and data systems, ensuring confidentiality
5. Assist with data entry and reporting for grants and program evaluations
6. Support event coordination, including community meetings, training, and outreach activities
7. Process invoices, track expenses, and assist with budget monitoring
8. Serve as the first point of contact for community partners
9. Order and maintain supplies and coordinate facility or equipment needs
10. Perform other duties as assigned to ensure the program's success

Qualifications

The Administrative Assistant must be an organized and experienced professional who:

- Has a High School Diploma or GED
- Has at least 1 year of administrative or office support experience; experience in a community-based non-profit setting is strongly preferred
- Has strong organizational skills and attention to detail
- Has excellent communication and interpersonal skills, with cultural competence and sensitivity
- Can manage multiple tasks in a fast-paced, trauma-informed environment
- Has proven experience in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and data management systems
- Commits to the mission of reducing gun violence and promoting equity

Job offers will be conditional, contingent on background checks and drug screenings.

[NO FURTHER TEXT ON THIS PAGE]

Appendix B: Sample Policy for Hiring Returning Citizens

This is ONLY a sample. Please refer to the Personnel Section for the minimum requirements that must be included in the policy. The Office of Neighborhood Safety and Engagement (ONSE) requires Grantees to conduct a criminal background check for each candidate being considered for employment with the program. Offers of employment will be contingent upon the results of the background check AND attendance at the required ONSE new hire training.

1) GVRS will not consider candidates for employment and will permanently discharge employees who have been convicted of or received probation before judgment for:

    a. Crime(s) involving child abuse or neglect, or the failure to report abuse or neglect.

    b. Any sexual offense involving a minor, non-consenting adult, or a person who is mentally defective, mentally incapacitated, or physically helpless.

2) GVRS may consider individuals for employment who are under supervision by probation, parole, or the courts. Such individuals must, however, have written permission from the supervising officer to accept a position as an Outreach Worker or Violence Interrupter under this grant, as their position's job duties may technically violate the terms of supervision.

3) GVRS will not hire individuals where less than one year has elapsed since the applicant was released from incarceration or completed probation (whichever has last occurred) for a conviction of a dangerous crime or a crime of violence, as defined in D.C. Official Code § 23-1331. ONSE reserves the right to exclude anyone from employment with past arrests or criminal convictions, based on a review of the individual's criminal history. Factors to be considered include the nature and frequency of convictions or arrests and the time elapsed since the last conviction or arrest.

[NO FURTHER TEXT ON THIS PAGE]

FY25 CVI Grant Salaries Last Updated: February 10, 2026

Grantee	Ward	Funding Disbursed to Date	Staffing	Staff Salaries
InnerCity Community Development Coorperation	1	$ 485,842.51	9	Violence Prevention Program Manager -$82,500.00 Violence Interrupters - $55,000.00 Outreach Worker - $60,000.00 Senior Case Manager / Violence Interrupter- $65,000.00 Financial Analyst - $30,000.00
J&J Monitoring Solutions	8	$ 953,569.07	21	Floating Violence Interrupter -$60,000.00 Finance & Administration- $70,000.00 Admin/Data Assistant - $50,000.00 Program Manager - $110,000 Lead VI - $65,000
National Associaiton for the Advancment of Returning Citizens	4	$ 527,309.59	10	Program Manager- $75,000.00 Administrative Assistant- $37,500.00 Supervisor- $45,000.00 Violence Interrupters - $37500
Together We Rise Community Development	6&7	$ 1,316,032.85	31	Executive Director - $123,000.00 Program Manager - $97,375.00 Chief Operations Officer- $97,375.00 Data Manager - $83,200.00 Care Coordinator - $50,000.00 Program Coordinator -$60,000.00 VI Specialist - $50,000.00 Lead VI Specialist -$57,000.00
East of the River 5	5	$ 838,440.63	17	Program Director -$105,000 Administration Manager - $60,000 Case Worker - $80,000 Data Manager - $30,000 Supervisor of Violence Interruption Specialists -$85,000 Violence Interruption Specialists-$55,000
East of the River 2	2	$ 435,957.79	10	Program Manage -$80,000 Administrator -$60,000 Case Worker -$75,000 Supervisor Violence Intervention Specialist - $75,000 Violence Intervention Specialist - $55,000 Data Manager - $30,000
Hillcrest Children & Family Center	8	$ 823,144.96	12	Violence Intervention Specialist - $45,000.00 Program Manager - $75,000.00 Data Anaylst - $45,000.00

FY25 Community Violence Intervention (CVI) Grants Programs
Last Updated: February 9, 2026

FY 25 - October 1 - December 31, 2024	Life Deed Wards 1 & 4	Life Deeds Float	DSM	Innercity Collaborative community development corporation	J&J Monitoring Solutions	Together we Rise Community Development Foundation	Progressive Life Center	Total
Amount of grant award	$150,881.37	$277,504.12	$395,627.24	$213,668.35	$320,987.60	$397,348.09	$308,035.06	**$2,064,051.83**
Amount expended in FY, to date	112,775.07	271,404.13	343,440.05	213,668.35	290,401.28	359244.01	308035.06	**1,898,967.95**
Neighorhood served	Ward 1 & 4	Float	Ward 5	Case Management	Ward 8	Ward 6 & 7	N/A	N/A
Staffing Total, for each neighborhood	7	15	22	10	22	20	N/A	96
Violence interrupters	4	9	13	N/A	17	13	N/A	56
Case managers	0	0	0	7	0	0	N/A	7
Supervisors/Outreach workers	2	3	7	N/A	2	4	N/A	18

FY 25 - January 1 - September 30, 2025	East of the River #2	East of the River #5	Hillcrest Children & Family Center	Innercity Collaborative community development corporation	J&J Monitoring Solutions	National association for the Advancment of Returning Citizens	Together we Rise Community Development Foundation	Total
Amount of grant award	$490,250.75	$857,264.37	$915,032.00	$590,863.34	$1,010,036.37	$766,532.50	$1,512,000.59	**6,141,979.92**
Amount expended in the FY, to date	$435,957.79	$838,440.63	$823,144.96	$485,842.51	$953,569.07	$527,309.59	$1,316,032.85	**5,380,297.40**
Neighborhoods served	Ward 2	Ward 5	Ward 8	Ward 1	Ward 8	Ward 4	Wards 6&7	N/A
Staffing, for each neighborhood	8	15	11	9	19	13	33	93
Violence interrupters	3	10	9	5	17	10	24	68
Case managers	1	1	1	1	0	0	3	7
Supervisors/Outreach workers	1	1	1	2	3	2	3	13

FY 26 - October 1 - December 31, 2025	East of the River #2	East of the River #5	Hillcrest Children & Family Center	Innercity Collaborative community development corporation	J&J Monitoring Solutions	National association for the Advancment of Returning Citizens	Together we Rise Community Development	Total
Amount of grant award	$163,416.00	$285,754.00	$297,382.05	$196,953.96	$336,678.00	$246,859.45	$504,000.00	**2,031,043.46**
Amount expended in the FY, to date	$157,854.05	$284,582.70	$203,706.69	$167,410.87	$286,175.40	$233,856.39	$428,210.85	**1,761,796.95**
Neighborhoods served	Ward 2	Ward 5	Ward 8	Ward 1	Ward 8	Ward 4	Wards 6&7	N/A
Staffing, for each neighborhood	8	15	11	9	19	13	33	93
Violence interrupters	3	10	9	5	17	10	24	68
Case managers	1	1	1	1	0	0	3	7
Supervisors/Outreach workers	1	1	1	2	3	2	3	13

FY25 Cure the Streets (CTS) Grant Program

Last Updated: February 9, 2026

FY25	Trinidad	Congress/MLK	Sursum Corda/Ivy City	Anacostia/ Fairlawn	Washington/Highlands	Trenton/Wahler
Start and end date	October 1, 2025 - September 30, 2026	October 1, 2025 - September 30, 2026	October 1, 2025 - September 30, 2026	October 1, 2025 - September 30, 2026	October 1, 2025 - September 30, 2026	October 1, 2025 - September 30, 2026
Amount of grant award	$ 750,000.00	$ 750,000.00	$ 750,000.00	$ 750,000.00	$ 750,000.00	$ 750,000.00
Amount expended in the FY, to date	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Neighborhoods served	Trinidad	Congress Heights	Sursum Codrda Ivy City	Anacostia/ Fairlawn	Washington/Highlands	Trenton/Wahler
Staffing, for each neighborhood	10	9	10	10	10	10
Violence interrupters	4	3	3	3	3	4
Case managers	0	0	0	0	0	0
Supervisors/Outreach workers	4	4	4	4	4	4

FY25 Mini Grants GWCF
Last Updated: Febuary 9, 2026

FY25 October 1 - September 30, 2025	**Bold Yoga**	**Chesapeake Bay**	**Crowned Resilience**	**Do the Write Thing**	**Discovery Construction**	**East of the River**	**Empowerment Enterprise 2**	**Faenita Dilworth**	**Fearlyss Journey Movement**	**Free Lunch**
Amount of grant award	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Amount expended in the FY, to date	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Neighborhoods served	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Staffing, for each neighborhood	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Violence interrupters	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Case managers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Supervisors/Outreach workers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

GoodProjects	Many Languages one Voice	Innercity Collaborative Community Development	Mathew Memorial Baptist Church	Mint Project	Open Goal Project	Opportunities for Deserving Children	P.A.S.S.	Payton Path	Project Purpose
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Representation From the Bottom	Schmidts Electrical	Sisters4Sisters	So What Else	Youth Guidance	Triumphant Leaders Mentoring
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

FY25 **October 1 - September 30, 2025**	**A Better Choice**	**CitiLife Development**
Amount of grant award	$ 10,000.00	$ 5,000.00
Amount expended in the FY, to date	$ 10,000.00	$ 5,000.00
Neighborhoods served	Ward 7	Ward 5,7,8
Staffing, for each neighborhood	N/A	N/A
Violence interrupters	N/A	N/A
Case managers	N/A	N/A
Supervisors/Outreach workers	N/A	N/A

FY 25 Group Violence Mini Grant

Last Updated: Febuary 9, 2026

Exodus Treatment Center	Father Factor Inc	Mommas Safe Haven	MRG Services LLC	Seeding Stories, Sembrando Historias	Sisters4Sisters Inc
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Ward 8	Ward 8	Ward 6	Ward 5	Ward 1,6,7,8	Ward 6,7
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

Uniting Our Youth Inc	V7 Candle and Soap company LLC	Beacon House Community	Beta Omega Social Services	Chesapeak Bay Outward ound	Do The Write Thing Foundation
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Ward 5	Ward 5	Ward 5	Ward 5,7,8	Ward 5,7,8	Ward 8
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

Ethiopian Community Services and Development	Goodprojects	InncerCity Collaborative Community Development	Many Languages One Voice
$ 10,000.00	$ 10,000.00	$ 7,499.32	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 7,499.32	$ 10,000.00
Ward 7,8	Ward 6	Ward 1,4,7	Ward 1
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Net Level Enterprise	Open Goal Project	Schmidts Electrial Enterprises PC	SchoolTalk	So What Else	Theater Alliance	Ward 7 Blue Bulls Youth Org
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 9,955.55	$ 10,000.00	$ 10,000.00	$ 10,000.00
$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 9,955.55	$ 10,000.00	$ 10,000.00	$ 10,000.00
Ward 4,7	Ward 5	Ward 8	Ward 5,8	Ward 8	Ward 6,8	Ward 7
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☑ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 554054

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	Public Information Officer	MS	1001	14	SW	1/17/2023
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Public Information Officer	MS	1035	14		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement (ONSE)

a. First Subdivision: Public Affairs Division

b. Second Subdivision: Data and Performance Division

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis — Marcus Ellis (Jan 11, 2023 14:47 EST)

Date: Jan 11, 2023

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White — Digitally signed by Sadina White, DN: cn=Sadina White, o=Classification, ou=DCHR, email=sadina.white@dc.gov, c=US, Date: 2023.01.17 14:43:37 -05'00'

Date: 1/17/2023

20. Standards Used in Classifying/Grading Position

US OPM Standards:

Handbook of Occupational Groups and Families, December 2018; 1001 – General Arts and Information Series; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*

No Known Promotion Potential

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

PUBLIC INFORMATION OFFICER
MS-1001-14

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Public Affairs Division, and Data and Performance Division. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence.

ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. ONSE collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. ONSE also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, ONSE will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

The position functions as Public Information Officer responsible for planning, directing, and executing a public information program to inform the general and specialized publics about the ONSE's programs, activities, services, and initiatives.

POSITION CONTROLS

Incumbent works under the administrative direction of the Chief of Staff. Serves as the principal advisor to the Director and liaison with the Mayor's Office of the Press Secretary on matters concerning the ONSE's public information program, public affairs, and visual information. Participates with the Director and other senior staff members in the formulation and implementation of agency policies, goals and priorities that thereafter serve as guidelines and controls. The incumbent performs duties independently and exercises full authority over the external information carrying out assigned functions. Assignments are developed through current and long-range program objectives and managerial and administrative requirements of the agency. Performance is evaluated in terms of meeting program objectives and the quality of assistance provided to the Director in the timely achievement of those objectives.

Guidelines include laws, codes, and regulations governing the management of human services; departmental directives, policies and procedures; texts and publications relating to the various agency programs; and, policies and practices of the Mayor's Office of the Press Secretary. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

MAJOR DUTIES AND RESPONSIBILITIES

In collaboration with senior leaders, plans and develops goals and objectives for the implementation of long and short-range communications efforts of the Department.

Serves as the principal public information advisor and provides expertise and guidance during the development of Departmental policies, programs, and decisions to ensure that effective communication strategies are incorporated into the Departments operations across all functional areas.

Arranges for media coverage of Departmental activities and for interviews with the Director and/or other appropriate Department staff.

Establishes and maintains effective working relationships with members of the news media, inter/intra governmental agency managers, the public, and groups interested in the ONSE's programs and initiatives.

Manages the coordination of information among Departmental offices insure to ensure well-coordinated and effective communications with local and national news media, the public, and special groups. Responds to information requests from the news media and the public on the ONSE's programs, which often requires detailed explanations of issues and responses to comments made regarding the ONSE's activities.

Analyzes communications issues and advises the Chief of Staff and other senior leaders regarding the perceptions and reactions of the public, special interests, the Mayor's Office, and City Council to the ONSE's programs and activities. Evaluates communication efforts and achievements and recommends appropriate modifications.

Develops issue papers, presentations. and testimony in support of Departmental initiatives and in response to requests from Executive Branch agencies and District of Columbia Council. Creates compelling and persuasive strategy papers, talking points, articles, Web sites, and other communications on a wide variety of issues. Plans and directs the preparation of informational materials to be used by the print and electronic media, professional publications, and the public.

Develops strategies, techniques and distribution methods to ensure that Departmental employees have various and continuous access to information, including material for newsletters, intranet postings, flyers, posters, events, and audio/visual support.

Maintains liaison with the Mayor's Office of Communications and representatives of the media to ensure appropriate and timely coverage of events. accomplishments, and activities of interest or concern to the public. Depending upon nature of information to be released, determines appropriate format and forum to be used, i.e., news release, public service announcements, radio/TV talk shows, feature stories, etc.

Uses feedback and evaluation systems to evaluate effectiveness of communications activities. Monitors programs to identify problems and develop/implement solutions.

Determines the most appropriate and current materials, equipment, and resources needed.

Participates in senior staff meetings and serves on committees, as appropriate. Makes presentations to various agencies, committees and others concerning policies, operations, and initiatives of the Department.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of the ONSE's mission, policies, and organizational functions sufficient to carry out assignments.

Mastery of communication principles, methods, practices, and techniques. and application of this knowledge to the media, special interest groups, and the public in order to independently respond to complex issues affecting the Department.

Mastery of strong, persuasive, compelling, and engaging writing skills in order to convey information concerning complex programs and functions to publics having diverse levels of understanding of the agency's programs and activities.

Skill in responding orally to criticism of the agency's functions or performance, to logically and effectively explain programs, functions, and activities, in order for the public to gain an understanding of the ONSE's efforts.

Skill in establishing and maintaining effective working relationships with individuals and groups interested in, or affected by programs, creating meaningful communication interchanges between them and the agency.

Expert skill in analyzing communications needs and developing and recommending strategies to advance the agency's goals and objectives.

Mastery of interpersonal relation skills to enable the incumbent to serve as the principal advisor and authority on communication issues for the agency and to work with the senior leaders to address problem solving through communications:

Skill and ability to formulate, articulate, and coordinate an overall communications program that integrates Departmental issues and conveys complex issues regarding policies, programs, and decisions.

SPECIAL REQUIREMENTS

This position is designated as "Security Sensitive" due to the position's assigned duties and responsibilities.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, loss, or impairment of control of communication.

The Public Information Officer duties involve collaborating with senior leaders to plan and develop goals and objectives for the implementation of long and short-range communications efforts of the Department. The incumbent must have an effective working relationship with individuals and groups interested in or affected by programs to create a meaningful communication interchange between them and ONSE.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission
☐ Re-Description ☐ New
☐ Re-Establishment ☐ Other

3. Service
☐ Department
☐ Field

4. Employing Office Location
Washington, DC

5. Duty Station
Washington, DC

6. Enhanced Suitability
☐ Safety ☐ Security
☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service)
☐ Career ☐ Executive
☐ Legal ☐ MSS
☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required?
☐ Yes ☐ No

10. Subject to Identical Additional Action
☐ Yes ☐ No

11. Position is
☐ Supervisory
☐ Managerial
☐ Neither

12. FLSA
☐ Exempt
☐ Nonexempt

13. Competitive Level Code

14. Job Code

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	Case Manager	CS	0101	11		
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Case Manager	CS	0101	11		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
Office of Neighborhood Safety and Engagement

c. Third Subdivision

a. First Subdivision
Family Survivor Support Division

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
Jeffrey Hill, Program Manager

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature: Jasha Williams Robinson
Date: 11.21.24

Signature

Date

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 PCS. Handbook of Occupational Groups and Families, December 2018, 0100 - Social Science, Psychology, and Welfare Group, 0101 - Social Science Series

Typed Name and Title of Official Taking Action

Signature

Date

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

22. Remarks *(optional)*
NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

Resource Allocation Analyst
CS-0301-14

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

MAJOR DUTIES

Provides subject matter expertise regarding to the resources, funding, and personnel, needs for one or more of the following program areas: operating, capital, federal grants, and/or special purpose revenue funds for program/project formulation and execution.

Advises the Director and relevant staff at ONSE to develop, align, track, and report on fiscal performance plans, including agencies' strategic Initiatives, key performance indicators (KPI's) and workload measures, in order to link to, track, evaluate, and recommend budget decisions.

Facilitates the formulation and execution of the operating and capital budgets performance management plans for both ONSE and education cluster agencies.

Manages the tracking, monitoring, and reporting of data on the budget processes. Responsible for ensuring Agency meets performance metrics as it relates to the fiscal management of the Agency's capital and operating portfolios.

Responsible for project financial status to minimize inactivity of projects and funds. Analyzes and reports on project inactivity and takes appropriate action. Responsible for the closeout of capital projects in a timely manner.

Develops resource execution forecasting models, tools, and strategies for the Director's use in the planning, programming, and budgeting processes.

Analyzes data flows and relationships with an objective to improve efficiency and be adaptive to systems developed in the future. Analyzes and researches existing data requirements, procedures, and reports to ensure data integrity.

Develops and maintains control of information systems supporting budgetary and funds allocation resources, as well as fiscal performance management plans.

Resource Allocation Analyst
CS-0301-14

Conducts advanced research, utilizes a wide range of analytical methods, techniques, and tools to manage the federal capital program. Employs best practices, makes process improvements, and implements system enhancements to effectively manage the Agency's financial resources.

Works cooperatively and meets regularly with Mayor's Office, Office of the Chief Financial Officer, and Office of Contracts and Procurement. Meets regularly with project managers, associate directors, and chiefs, on project status.

Performs financial analysis and researches financial issues, as requested. Detects any deficiencies or errors in information concerning financial matters, and determines whether they are reasonable, fair and consistent with agency regulatory standards. Maintains historical financial data to project trends and future spending patterns.

Manages the tracking and monitoring of all Agency grants and reports to the appropriate District officials. Responsible for ensuring grant management processes adhere to District processes and procedures for approval and reporting.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Mastery of and superior skills in the application of analytical and evaluative methods, and qualitative and quantitative methods to interpret information and data related to the assessment of complex and/or unyielding problem areas; to recommend improvements in complex programmatic, managerial, and administrative processes; and to plan, organize and direct divisional work.

Mastery of procurement regulations, contracting principles, guidelines and procedures, project management principles, procurement strategies, and management of service contracts.

Comprehensive knowledge of a wide range of contract types and contracting methods, including formal advertising, negotiating and cost and price analysis techniques and the effect the use of a particular contractual term is likely to have on contract performance and cost.

Mastery of negotiation techniques involving contract changes and/or modifications.

Mastery knowledge of the District's budget process, Congressional appropriations and program authorization process, and the District's capital budget process.

Expert knowledge and experience with District financial systems, data, rules, regulations, and requirements that directly impact the agency's ability to meet programmatic goals.

Superior oral and written communication skill sufficient to advise and consult with a variety of management officials, supervisors and others prepare and present reports. Ability to establish and maintain an effective working relationship with all levels of management officials.

Mastery of advanced project management concepts, practices, and methodologies (including knowledge of District wide functions and operations and related budgeting and contracting requirements) sufficient to develop and support Division actions.

Mastery of wide a range of administrative policies, regulations and requirement which govern the budget development, budget implementation, and financial management responsibilities of the agency. Mastery knowledge of the District's budget process, Congressional appropriations and program authorization process, and the District's budget process both capital and operating. Mastery knowledge of the District's financial systems including but not limited to SOAR, PASS, and CFO SOLVE.

Mastery knowledge of advanced management and organizational principles and practice, 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.

Mastery of procurement regulations, contracting principles, guidelines and procedures, project management principles, procurement strategies, management of service contracts, resource management procedures, budget process and funding controls.

Comprehensive knowledge of a wide range of contract types and contracting methods, including formal advertising, negotiating and cost and price analysis techniques and the effect use of a particular contractual term is likely to have on contract performance and cost.

Advance knowledge and skills of fiscal property management; identifying funding priorities; preparing financial justification; developing project selection and evaluation criteria; and developing contract, procurement, and funding materials.

Advanced knowledge and skill in applying quantitative and qualitative methods and techniques to perform a variety of analytical assignments and resource allocation projects and contract/procurement activities.

SUPERVISORY CONTROLS

The incumbent works under the general administrative direction of the Chief Operating Officer, who defines overall objectives to be achieved but relies on the incumbent's specialized knowledge and expertise in procurement, contract administration and contract negotiations. Responsibility is expressly delegated to the incumbent to plan, develop and carry out effectively and economically short- and long-range objectives as assigned. Incumbent independently plans, designs, and executes assignments, resolving most problems that arise, coordinating the work with others as necessary, and implementing and interpreting policy on own initiative in terms of established objectives. In most, if not all, assignments, the incumbent determines the approach to be taken and the methodology to be used keeping the supervisor apprised of progress and potentially controversial matters. The work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Resource Allocation Analyst
CS-0301-14

COMPLEXITY

The work consists of a broad range of resource allocation analysis that involves the planning, directing, and coordinating contractual actions involved in the purchasing,

servicing, and maintenance of vehicle equipment and services for ONSE. The work involves coordinating the efforts of various contractors, the analysis of alternatives, the evaluation of time constraints, and the determination of cost. Responsibilities also include the initiation, development, and recommendation of contracting procedures for the guidance and control of subordinate contracting activities throughout the department with regard to service and equipment. The work requires originating new techniques, establishing criteria, or developing new information.

SCOPE AND EFFECT

The purpose of the work is to plan, negotiate, and manage the procurement of contracts relative to equipment and services for ONSE. The work performed, decisions made, and solutions devised are of critical importance to the stability of the District of Columbia. The work also affects the overall efficiency, quality, procurement, and financial allocation of ONSE.

PERSONAL CONTACTS

Personal contacts are with contractors, staff throughout the Department, high-level officials of other District and Federal agencies, senior managers and program managers in other jurisdictions, the business community, and as appropriate, the general public.

PURPOSE OF CONTACTS

The purpose of the contacts is to plan, justify, negotiate, and settle controversial issues concerning services, purchases, equipment, and maintenance. The incumbent is responsible for justifying and defending the department's position, resolving very difficult or complicated issues, and recommending solutions, discussing, and evaluating contractor performance, negotiating changes and options, and resolving problems and concerns.

PHYSICAL DEMANDS

The work is primarily sedentary; however, the incumbent may have to visit various sites.

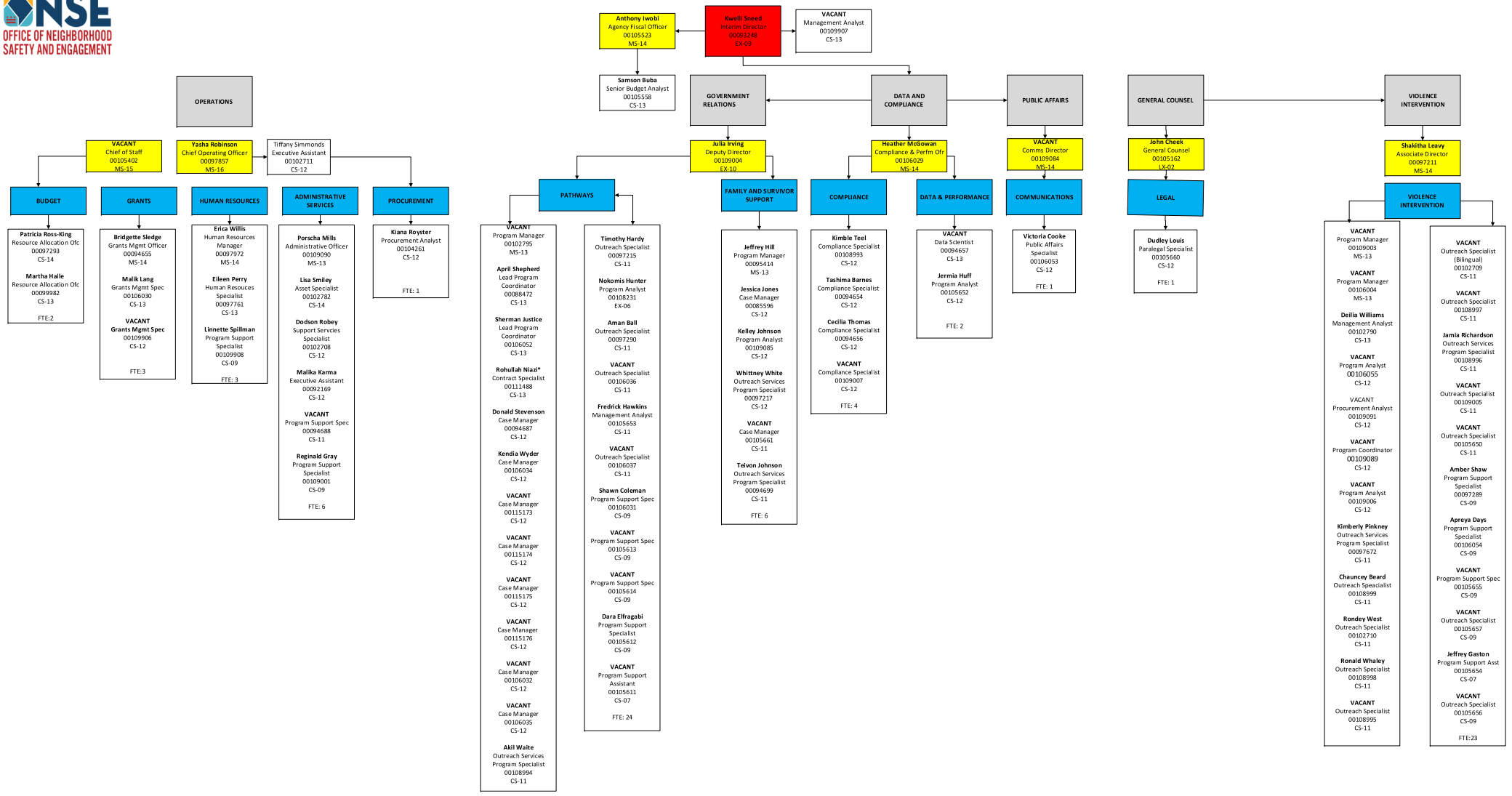
WORK ENVIRONMENT

The work is performed in an office setting, meeting and conference room, and contractor work sites.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. Personnel Regulations, Suitability – Security Sensitive.

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT



Approved FTE: 88

* Assigned to OCP through MOU

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☒ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☒ No

10. Subject to Identical Additional Action ☐ Yes ☒ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 556897

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	Resource Allocation Officer	CS	0301	13	SW	6/28/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Resource Allocation Officer	CS	0301	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement (ONSE)

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis (Jun 24, 2021 19:48 EDT)

Date: Jun 24, 2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature

Date: 6/28/2021

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979, Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*
No known promotion potential.

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

Resource Allocation Officer
CS-0301-13

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE) which is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence. ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities.

The Office collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. The office also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. The Office develops positive relationships with youth and adults using best practices associated with the intervention and prevention of violence while using positive behavioral reinforcement activities.

MAJOR DUTIES

Supports the Director and relevant staff at ONSE to develop, align, track, and report on fiscal performance plans, including agencies' strategic Initiatives, key performance indicators (KPI's) and workload measures, in order to link to, track, evaluate, and recommend budget decisions.

Participates in the formulation and execution of the operating and capital budgets performance management plans for both ONSE and education cluster agencies.

Performs financial analysis and researches financial issues, as requested. Detects any deficiencies or errors in information concerning financial matters, and determines whether they are reasonable, fair and consistent with agency regulatory standards. Maintains historical financial data to project trends and future spending patterns.

Initiates requisitions, maintains purchase orders and updates the Agency's acquisition plan in the District's PASS buyer system in accordance with Chapter 27 of the District of Columbia Municipal Regulations (DCMR).

Executes contracts and agreements which include the preparation of Requests for Proposals and/or Requests for Applications; the evaluation of proposals; the preparation and negotiation of contracts and/or agreements; and the selection of contractors and/or grantees.

Provides technical requirements and descriptions of the work to be accomplished, where work is contracted or granted out. Plans and establishes work schedules, deadlines and standards for acceptable work. Coordinates and integrates contractor and/or grantee work schedules and processes with work of subordinates or others, and tracks progress and quality of performance.

Gathers, compares, and correlates information about projected costs of current and future programs and activities. Assures that obligations incurred and resulting expenditures of funds, are in accordance with existing laws and regulations.

Develops short-term and/or long-range financing plans, including those which require financing through several sources. Conducts studies and analyses to determine financial feasibility.

Analyzes financial statements, operating and project reports, cost data, and other sources of financial information.

Develops resource execution forecasting models, tools, and strategies for the Director's use in the planning, programming, and budgeting processes.

Analyzes data flows and relationships with an objective to improve efficiency and be adaptive to systems developed in the future. Analyzes and researches existing data requirements, procedures, and reports to ensure data integrity.

Develops and maintains control of information systems supporting budgetary and funds allocation resources, as well as fiscal performance management plans.

Coordinates and participates in meetings with subject matter experts and relevant agency personnel to establish cooperative relationships, determine objectives, identify project parameters, etc. to properly execute on-time project deliverables.

Attends meetings to gain knowledge of the concept and operations of related data systems and their role in budget performance management processes.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of D.C.'s budget, funding allocation performance management processes, generally accepted accounting principles and standards, resource management procedures, laws and regulations governing the budget process and fund control, ONSE's mission, responsibilities, and resource management objectives.

Expert knowledge of District Government budget preparation, justification, and administration. Expert knowledge of the theory and practices of budget formulation, and financial performance management.

Expert knowledge and skills in selecting and adapting quantitative and qualitative methods and techniques to perform a variety of analytical assignments concerned with assessing the effectiveness and efficiency of agency operations, developing innovative proposals for improving and streamlining the analytical and administrative processes of the agency.

Excellent skills in identifying, evaluating, and analyzing issues from complex factual situations, financial reports, synthesizing disparate financial performance information, and preparing budgetary forecasts.

Comprehensive knowledge and understanding of D.C. government-funded activities, the types and legal limitations offunds, and management of funds.

Comprehensive knowledge of D.C. Government information systems; and the ability and skill to identify, extract, and manipulate relational data from multiple electronic sources into useful, accurate reports and files.

Excellent verbal and written communication skills to conduct fact-finding interviews, establish and maintain effective staff coordination, deliver briefings, and prepare study reports and position papers.

SUPERVISORY CONTROLS

The supervisor makes assignments in terms of overall objectives and resources available. The incumbent independently plans, designs and executes the assignment, resolving most problems that arise, and keeps the supervisor apprised of progress and potentially controversial matters. The work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES

Guidance is in the form of D.C. law, executive orders, and other forms of information that are stated in both general and specific terms. These guidelines provide parameters within which to operate, however, detailed instructions are rarely available or of limited use. The incumbent must use initiative and resourcefulness in deviating from traditional methods developing and implementing new methods, data or proposed policies and procedures.

COMPLEXITY

The work requires considerable ingenuity in resolving various non-routine financial performance management program, system, and operational problems. Projects assigned usually consist of substantive issues, problems, or concepts resulting from or required for program, system, or financial performance management policy changes that are not always susceptible to direct observation and analysis (e.g. changes in scope or complexity of missions, or funding). Work also requires developing alternative courses of action, analyzing costs, quantitative benefits, and non-quantitative benefits of the courses of action, presenting recommendations, and coordinating implementation plans.

SCOPE AND EFFECT

The work involves identifying funding priorities; preparing financial justification; and developing project selection and evaluation criteria in relations to financial management. The work contributes to the efficiency of ONSE financial performance management processes, and the accuracy and validity of all financial management reports. The work affects a wide range of agency activities, concerns, or the operation of other agency programs.

PERSONAL CONTACTS

Typical contacts are with agencies under the authority of the Office of the Deputy Mayor for Public Safety and Justice, budget, and funding allocation representative within and outside of ONSE, the Office of the Chief Financial Officer, and the Office of Contracting and Procurement.

PURPOSE OF CONTACTS

Contacts are made to enhance funds allocation and resource management processes; to resolve resource management problems; to identify possible improvements to resource management procedures and systems; and to explain, justify and gain acceptance for proposed process changes.

PHYSICAL DEMANDS

Work is primarily sedentary.

WORK ENVIRONMENT

Work is performed in an office setting.

OTHER SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. Personnel Regulations, Suitability – Security Sensitive.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced)

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 557418

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	Special Assistant	CS	301	13	te	2/12/25
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Special Assistant	CS	301	13		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of Neighborhood Safety and Engagement

a. First Subdivision: Office of the Director

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor: Kwelli Sneed, Director

Signature: Kwelli Sneed — Date: 1/8/2025

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature: Kwelli Sneed — Date: 1/8/2025

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."

Typed Name and Title of Official Taking Action: Theresa Eubanks, Classification Contractor

Signature: Theresa Eubanks — Date: 2/12/25

20. Standards Used in Classifying/Grading Position

Miscellaneous Administration & Program Series, GS-301, TS-34, dtd. 1/79; Administrative Analysis Grade Evaluation Guide, TS-98, dtd. 8/90

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

22. Remarks *(optional)*

NO KNOWN PROMOTION POTENTIAL

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

SPECIAL ASSISTANT
CS-301-13

INTRODUCTION

This position is located in the Office of Executive Leadership at the Office of Neighborhood Safety and Engagement (ONSE). The mission of the Office of Neighborhood Safety and Engagement is to build partnerships and implement strategies that reduce gun-related violence in the District, which supports agency initiatives by fostering partnerships, implementing strategies, and providing operational leadership to advance ONSE's mission of reducing gun-related violence through coordinated prevention and intervention efforts focused on individuals at the highest risk.

Serves as Special Assistant who is responsible for implementing the organization's strategic priorities to advise Executive Leadership on controversial issues and matters with significant policy and programmatic impacts.

MAJOR DUTIES

Exercises a high degree of independence, assisting and advising Executive Leadership in executing critical functions of ONSE.

Develops strategies and recommendations to enhance ONSE's efficiency and effectiveness, focusing on advancing gun violence prevention and intervention initiatives.

Identifies and resolves operational challenges in key programs such as the Pathways Program and Violence Intervention Initiative, ensuring timely and effective execution.

Plans, coordinates, and monitors special projects and initiatives, collaborating with internal teams and external partners to support ONSE's mission.

Prepares concise reports and briefings to assist Executive Leadership, ensuring relevant insights are communicated clearly for decision-making.

Responds to a variety of inquiries from other D.C. government officials, the general public, and external representatives regarding the purpose, intent, and various functional components of ONSE.

Handles day-to-day administrative and operational issues presented to the Executive Leadership, including those of a sensitive and confidential nature. Evaluates management and administrative challenges, identifies potential or existing problem areas, and formulates, recommends, and implements corrective actions to address and resolve deficiencies.

Manages sensitive and confidential matters related to community stabilization, trauma support, and program operations, recommending and implementing solutions to enhance service delivery.

Facilitates engagement with community-based organizations, government agencies, and other stakeholders to strengthen partnerships and promote ONSE's objectives.

Supports compliance and data analysis efforts by collaborating with the compliance and data science teams to ensure programs align with regulatory requirements and data-driven best practices.

Attends and participates in meetings with Executive Leadership, providing insights into programmatic and policy impacts to maintain alignment with ONSE's goals. Accompanies Executive Leadership to public sessions, conferences, and special events, ensuring preparedness by coordinating relevant materials, offering subject matter expertise, and facilitating follow-up actions as needed.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge and understanding of ONSE's mission to reduce gun violence, its strategic goals, and operational priorities, including the interrelationships of its programs such as Pathways and Violence Intervention.

Expertise in problem solving, negotiations, project management and ability to address complex challenges, employ negotiation strategies, and manage projects effectively to support community safety and engagement initiatives.

Expertise in strategic planning and leadership skills and ability to plan, organize, and lead team efforts in conducting studies and implementing recommendations, including gaining buy-in from diverse stakeholders to advance ONSE's mission.

Expert written and oral communication skills such as preparing clear and concise memoranda, reports, and presentations tailored to diverse audiences, ensuring alignment with ONSE's objectives.

Expert interpersonal skills to establish and maintain effective working relationships with organizational staff, community members, government agencies, and interest groups.

Proficient in Microsoft Word, Excel, PowerPoint, and Outlook, with the ability to adapt to new technology and tools to enhance efficiency in managing ONSE's programs and operations.

SUPERVISORY CONTROLS

The incumbent works under the general supervision and direction of the Chief Operating Officer, who sets the overall objectives of the work. Incumbent independently carries out assignments, determines approaches to use, plans and devises techniques in accomplishing assignments. Incumbent is frequently required to handle emergencies;

and to resolve situations and problems requiring initiative and sound judgment in determining methods to use and approaches to be taken based on established objective. The Chief Operating Officer reviews the work only for its general effectiveness, adherence to principles, and fulfillment of objectives.

COMPLEXITY

The work requires a high degree of adaptability and flexibility to navigate a wide range of complex responsibilities, including executive-level administrative duties and the management of high-profile projects. The incumbent maintains control measures, documents outcomes in detail, and applies standard operating procedures to identify and address problems or discrepancies. Assignments often require modifying and adapting methods to meet requirements and achieve sound conclusions.

Discretion and sound judgment are critical in determining appropriate courses of action, as the incumbent assesses and evaluates a variety of situations, problems, and questions with accuracy and efficiency.

SCOPE AND EFFECT

The purpose of the work is to plan, develop, and coordinate a variety of special projects and initiatives that support ONSE's mission to reduce gun violence and foster safer communities. This includes analyzing and evaluating major aspects of program operations, service delivery, and organizational processes to provide authoritative information and recommendations to decision-makers.

Many assignments involve sensitive and confidential matters, requiring advanced analytical techniques and a deep understanding of ONSE's overarch goals and objectives. The work directly enhances the responsiveness of the agency's services, ensures operational efficiency, and strengthens the organization's ability to fulfill its mission effectively.

This work impacts ONSE's capacity to achieve its strategic priorities, improve program outcomes, and build trust and collaboration with stakeholders, ultimately advancing the agency's role in creating safer, stronger neighborhoods.

PERSONAL CONTACTS

Personal contacts include the senior and mid-level managers, staff and officials within the organization, other District and Federal government agencies, the Executive Office of the Mayor, the Office of the City Administrator, City Council members, representatives of professional and judicial organizations, members of Congress, and the public, as necessary.

PURPOSE OF CONTACTS

The purpose of contacts is to collaborate, negotiate, and resolve matters related to significant or sensitive issues that impact ONSE's mission to reduce gun violence and support affected communities. This involves active participation in meetings, presentations, and discussions to address complex challenges, align diverse perspectives, and develop mutually beneficial solutions or alternatives that advance the agency's goals.

PHYSICAL DEMANDS

The work is sedentary. However, there may be some walking, stooping, bending, and carrying light items, such as papers, books, etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work is performed in a normal office setting and when working offsite the incumbent may be required to work in a conference/meeting room.

OTHER SIGNIFICANT FACTORS

The incumbent for this position will be subjected to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations, Suitability – Security Sensitive.

This position is designated as security sensitive and an essential employee under the District Personnel Manual Chapter 12.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

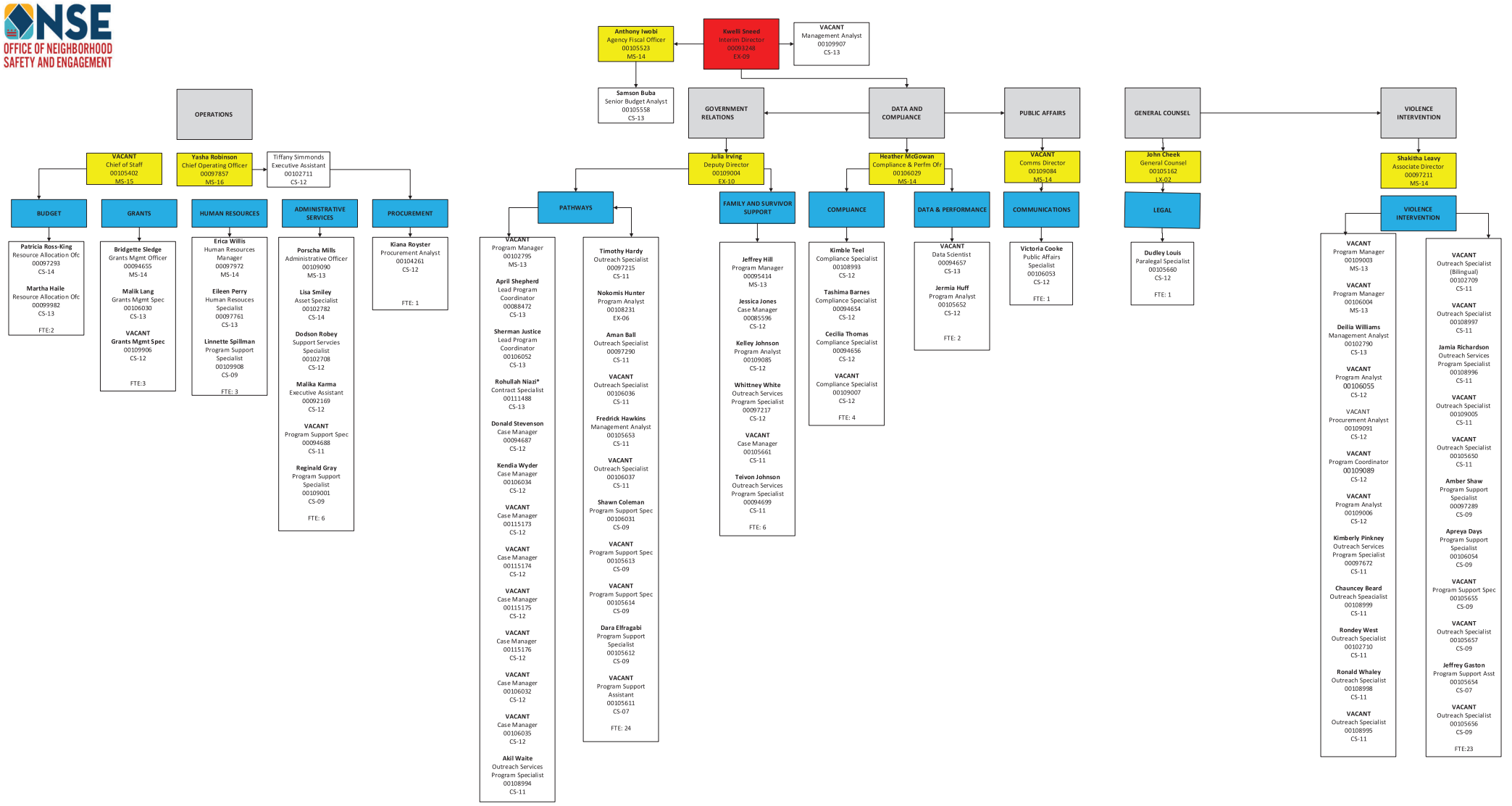
The Special Assistant is charged with the responsibility of assuring the day-to-day functions engaged in administrative and specialized support activities associated with managing sensitive and confidential matters related to community stabilization, trauma support, and program operations, recommending and implementing solutions to enhance service delivery.

The position is also critical to the continuity of ONSE's operations and may be required to report to work or remain at work during declared emergencies. Responsibilities include coordinating vital operations, supporting the Director's functions, and ensuring the effective implementation of the agency's mission-critical strategies during times of crisis or disruption.

The routine duties that justify this position as security-sensitive include access of a variety of sensitive and confidential information, that impacts the overall operations of the agency as well as externally.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.



Approved FTE: 88
* Assigned to OCP through MOU

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☒ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Staff Assistant, CS-0301-11; dated 1/24/2019; Job Code #552185

7. Position Status (Service): ☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: XAA

9. Employment /Financial Statement Required? ☐ Yes ☒ No

10. Subject to Identical Additional Action: ☑ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☑ Neither

12. FLSA: ☐ Exempt ☒ Nonexempt

13. Competitive Level Code:

14. Job Code: 552185

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	Staff Assistant	CS	0301	11	SW	3/16/2023
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Staff Assistant	CS	0301	11		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Department of Motor Vehicles

c. Third Subdivision

a. First Subdivision: Agency-wide

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Darnell A. Fountain, Deputy Director

Signature | Date: 2/24/23

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature | Date: 3/16/2023

20. Standards Used in Classifying/Grading Position: US OPM Standards: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

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

22. Remarks *(optional)*: No Known Promotion Potential

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

STAFF ASSISTANT

CS-0301-11

INTRODUCTION

This position is located in the Department of Motor Vehicles (DMV) to be used agency wide. The mission of the DMV is to promote the safe operation of motor vehicles and public safety, while providing outstanding customer service.

The purpose of this position is to provide substantive administrative and management support work, which contributes to the effective and efficient operation of the office/program. The incumbent uses considerable discretion and independent judgement in the performance of duties.

MAJOR DUTIES

Analyzes facts and circumstances involved in making recommendations for solving administrative problems with the limits of standards or acceptable management and administrative practices. Analyzes and develops new ways to improve the accuracy, adequacy timeliness, and validity of data for disseminating information about the program.

Conducts research into matter of general or specific concerns, which fulfills the requirements of the program. Provides research references and advisory services for the supervisor in successfully fulfilling the requirements of the office/program.

Manages and controls incoming correspondence, forms, and assignments. Reviews documents prepared for the supervisor's signature to ensure that the materials are grammatically accurate and that all supporting documents are provided.

Ensures that the practices and procedures used by the staff are consistent with those of the office.

Develops and maintains office systems and procedures, ensuring that the accuracy, timeliness and feasibility of a variety of administrative support functions are carried out appropriately. Recommends procedural changes to improve, expedite and eliminate office management problems.

Develops and maintains a comprehensive annual calendar of activities, programs, and requirements. Ensures timeliness of programs and activities and attainment of identified objectives; identifies and prepares required issuances for presentation to the supervisor. Makes extensive travel arrangements, making complete arrangements for large conferences, preparing documents for training and seminars.

Keeps abreast of pertinent administrative rules, regulations, and procedures. Disseminates information on new or revised administrative policies and procedures to the office. Assures that actions of an administrative nature, originating within the agency, comply with established guidelines and requirements. Assists the supervisor in coordinating and monitoring practices and procedures utilized by the support staff to ensure compliance with all applicable regulations and procedures.

Responds to written inquiries and administrative problems brought to supervisor by members of the immediate staff. Notifies the appropriate staff members of the need for information.

Performs other related duties as assigned.

STAFF ASSISTANT

CS-0301-11

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of mission, functions, and operating procedures of the office/programs to effectively, accurately and expeditiously meet its goals and objectives.

Knowledge of, and skill in applying analytical, investigative and evaluative methods and techniques to conduct research, resolve problems, gather information, analyze and evaluate information/data.

Knowledge of principles, concepts, and techniques related to the planning, organization, and implementation of office management systems to maintain the orderly flow of work in the office.

Ability to communicate effectively, in writing, orally and through automated tools to obtain information; to convey messages and information; to compose reports; and to make recommendation. Ability to exercise tact and discretion, and skill in human relations in dealing with people from diverse backgrounds.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn technology associated with assigned work tasks.

SUPERVISORY CONTROLS

The supervisor establishes overall objectives of work assignments based upon the priorities and needs of the office. Incumbent works independently, exercising initiative and sound judgment in carrying out the day-to-day tasks. Incumbent handles problems in accordance with instructions, policies, and procedures. Work is usually evaluated for adherence to policies, procedures, goals, and objectives of the program, in addition to sound judgment in decision-making.

GUIDELINES

Guidelines include District laws and regulations, correspondence manuals, agency procedures and practices. Guidelines are substantially applicable to administrative tasks; however, considerable judgement and initiative is used in carrying out assignments, as well as interpreting and adapting guidelines to specific situations.

COMPLEXITY

The work involves a wide variety of different and unrelated processes and methods. Decisions regarding what needs to be done depends on the analysis of the subject, phrase, or issues involved in each assignment; assessment of unusual circumstances; and incomplete or conflicting data. The work requires consideration of various factors such as program/office objectives; judgement; and the ability to meet those objectives and requirements. The incumbent must use ingenuity and initiative in determining all possible strategies for the effective control of administrative functions; and uses initiative and resourcefulness on deviating from traditional methods and patterns to develop new methods.

SCOPE AND EFFECT

Assignments are primarily administrative in nature and focus on the completion of tasks that will facilitate the accomplishment of office objectives. Successful completion of assignments

contributes to a more effective and efficient operation of the of the office and its programs.

PERSONAL CONTACTS

The incumbent has regular contacts with office/program staff, Executive Office of the Mayor's staff, and other District government employees.

PURPOSE OF CONTACTS

Contacts are to obtain and exchange information, answer inquiries, and explain established policies, procedures, and regulations. The incumbent also uses contacts to maintain effective working relationships with management, employees, and citizens.

PHYSCIAL DEMANDS

The work is primarily sedentary in nature.

WORK ENVIRONMENT

The work is performed in an adequately heated, lighted and ventilated non-smoking environment.

OTHER SIGNIFICANT FACTS

This position is classified as "security sensitive" due to the position's duties and responsibilities.

Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

Staff Assistants provide substantive administrative and management support work, which contributes to the effective and efficient operation of the office/program. Routine duties that justify the position's security sensitive designation include development and maintenance of office systems and procedures, disseminating information on new or revised administrative policies and procedures to the office and assisting the supervisor in coordinating and monitoring practices and procedures utilized by the support staff.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☒ Other

3. Service: ☑ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Enhanced Suitability: ☐ Safety ☑ Security ☐ Protection ☐ None

Explanation (show any positions replaced): ILO Strategic Planning and Performance Management Officer, MS-0301-13; dated 9/2/2021; Job Code #556934

7. Position Status (Service): ☐ Career ☐ Executive ☐ Legal ☑ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code: MSS

9. Employment /Financial Statement Required? ☐ Yes ☑ No

10. Subject to Identical Additional Action ☐ Yes ☑ No

11. Position is: ☑ Supervisory ☐ Managerial ☐ Neither

12. FLSA: ☑ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code: 553997

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	Strategic Planning and Perfomance Officer	MS	0301	14	SW	12/2/2021
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Strategic Planning and Performance Management Officer	MS	0301	14		

16. Organizational Title of Position *(if different from official title) (optional)*: Strategic Planning and Performance Management Officer

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment: Office of the Deputy Mayor for Public Safety and Justice

c. Third Subdivision: Data and Performance Division

a. First Subdivision: Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision: Public Affairs Division

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: Marcus Ellis, Chief of Staff

Signature: Marcus Ellis (Nov 28, 2021 22:10 EDT)

Date: 11/28/2021

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

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."

Typed Name and Title of Official Taking Action: Sadina White, Human Resources Specialist (Classification)

Signature: Sadina White (Digitally signed by Sadina White, DN: cn=Sadina White, o=DCHR, ou=Classification, email=sadina.white@dc.gov, c=US, Date: 2021.12.02 08:35:22 -05'00')

Date: 12/2/2021

20. Standards Used in Classifying/Grading Position

US OPM Standards:
Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34 January 1979; General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998

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

22. Remarks *(optional)*: No Known Promotion Potential

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

STRATEGIC PLANNING AND PERFORMANCE OFFICER
MS-0301-14

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Public Affairs Division, and Data and Performance Division. ONSE is responsible for the coordination of violence prevention strategy and programs in the District of Columbia (D.C.) with a focus on utilizing public health approaches to respond to and prevent violence.

ONSE seeks to reduce violence by identifying, recruiting, and engaging individuals determined to be at high risk of participating in, or being a victim of, violent crime into positive behavioral reinforcement activities. ONSE collaborates with other District government agencies and nonprofit organizations to provide immediate wraparound services to victims and families affected by violent crime. ONSE also coordinates with District agencies and community-based organizations to develop violence prevention programs for individuals residing in priority neighborhoods or who are most at risk of participating in, or being a victim of, violent crime, including through the use of financial incentives for participation. Finally, ONSE will develop positive relationships with youth and young adults using recreational and other positive behavioral reinforcement activities.

POSITION CONTROLS

Incumbent works under the general direction of the Chief of Staff who defines overall objectives to be achieved and relies on the incumbent's expertise when coordinating and accomplishing program objectives. The incumbent acts as a primary liaison for the Executive Director with outside entities in regard to strategic planning and performance. Work is performed independently, within the latitude of established policies. The incumbent brings problems of unusual complexity, or of high political concern, to the attention of their supervisor. Work is reviewed for potential influence on broad policy objectives, program goals and outcomes. Findings and recommendations are accepted without significant changes.

Guidelines include policies and procedures of ONSE, District and Federal laws, legislations, regulations, and policies governing administrative law, etc. Incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

MAJOR DUTIES AND RESPONSIBILITIES

Researches policy, seeks accurate regulatory interpretation and employs professional judgment in effectuating implementation. Initiates, develops, and monitors research and evaluation projects for ONSE in furtherance of its mission and vision. Serves as primary resource in forecasting and defining topics and issues requiring analysis.

Designs advanced quantitative and qualitative research methods for assessing the delivery of program activities, products, and services. Conducts research and analysis of best practices to keep abreast of new and revised procedures, laws, regulations, policies, and industry standards, etc. Develops and conducts survey and statistical research relating to ONSE issues. Designs the questionnaires, forms, charts, and graphs to be utilized for collecting data and prepares data for analysis.

Advises others within and outside of ONSE on issues of importance in areas of law, policy, plans of action and proper approaches as they relate to projects, programs, research, and analysis.

Analyzes programs, policy and decision documents prepared for consideration of senior level staff. Reviews documents for technical quality, consistency with current policy, and logical presentation of decision options.

Works with ONSE and other District staff to enhance the performance of ONSE operations and management in order to better support ONSE business practices, works with other District agencies to improve data and information sharing across organizations.

Provides structure, coordination, and oversight for strategic and operational planning and in the identification and establishment of priorities. Organizes and leads task forces and work groups to address program and policy issues which impact the different entities and interests comprising ONSE. These working groups may involve outside experts and/or stakeholders.

Provides supervision of the rulemaking processes. In this regard, oversees and monitors the research and information gathering phases, the writing of the rules, the submission of the rules, and monitoring determination of all tasks and functions with regard to official publication.

Serves as primary resource for the identification and assessment of federal and private funding opportunities related to research and evaluation, which may be of interest to ONSE. Develops and manages application and requisite review processes and procedures. Monitors the submission of grant proposals to acquire funds to support its research efforts. Works proactively to monitor grant availability and supervises and monitors all levels of grant submissions. Manages grants that are awarded to ONSE, assuring all programmatic reports are submitted in a timely fashion.

Supervises professional and technical staff. Supervision includes the review of work: utilization of employees to accomplish work objectives and to develop increased capabilities; developing performance standards and rating employee performance; recommending personnel actions; interviewing and selecting new employees; ensuring appropriate training, especially with respect to the utilization of database and statistical software; approving and disapproving leave; and investigating complaints and resolving differences between employees. Recruits and supervises interns and contractors as needed.

Keeps abreast of pertinent laws and regulations relating to the functions and objectives of the administration. Makes major recommendations on procedures and policies in regard to problems concerning the efficiency of program activities.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of the ONSE’s mission, policies, and organizational functions sufficient to carry out assignments.

Comprehensive knowledge to conduct advanced quantitative and qualitative research studies of the feasibility of proposed solutions to program problems and policy gaps or inconsistencies to positively influence the overall mission to ONSE.

Demonstrated skill in providing leadership in a managerial/ supervisory capacity. Ability to supervise a diverse subordinate staff with a varied skill set including professionals and administrative support staff based on priorities, selective consideration of the difficulty, the

requirement of the assignments, and their capacity.

Extensive skill and analytical ability to make realistic assessments; to conduct probing; to make innovative analyses involving complex variables; and to develop recommendations based on review and analysis that are consistent with current accepted policy development, theory, and practices.

Demonstrated skill in devising and executing large scale program evaluation enhance ONSE program goals and objectives.

Excellent written and oral communication skills in order to provide oversight for the preparation of technical and administrative reports and to make oral presentations to ONSE officials, other stakeholder agencies, organizations and the public.

SPECIAL REQUIREMENTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of D.C. personnel regulations, Suitability — Security Sensitive.

COVID-19 Vaccination: All employees of the District of Columbia must be vaccinated against the Coronavirus disease 2019 (SARS-CoV-2) as a condition of employment.

DISTRICT OF COLUMBIA GOVERNMENT

OFFICE OF NIEGHBORHOOD SAFETY AND ENGAGEMENT

COMPLIANCE UNIT

UPDATED INITIAL MONITORING REPORT

TOGETHER WE RISE

August 8, 2025

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I. EXECUTIVE SUMMARY

The District of Columbia (D.C.) Office of Neighborhood Safety and Engagement (ONSE) Compliance Unit, is responsible for conducting monitoring and data validation for grantees and programs throughout ONSE. Program reviews are in accordance with D.C. Municipal regulations 717.29 Action ED-4.2.F: Training Program Tracking and 717.30 Action ED-4.2.G: Best Practices Analysis; D.C. Code; the Language Access Act of 2004, the Living Wage Act of 2006, the Americans with Disabilities Act, and under the guidance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to Local and State Government (OMB Circular A-102).

A. Background

Together We Rise (TWR) is a grassroots, community-based organization established in 2022, born from a profound commitment to serve, uplift, and restore communities heavily impacted by myriad forms of trauma. Our mission is to build bridges and pathways grounded in healing, love, and restorative justice, fostering community-led transformation for individuals who have faced systemic challenges. With a culturally responsive framework, TWR aims to rebuild social structures in eight high-priority neighborhoods across Washington, DC's Wards 6 and 7. Through consistent community engagement, trauma-informed practices, and a holistic healing framework, TWR has swiftly emerged as a stabilizing force, providing essential support and services that empower individuals to rebuild and restore their lives and communities.[1]

B. Engagement

On January 22, 2025, TWR received a Fiscal Year 2025 (FY25) Empowering Communities Through Innovative Violence Intervention (EC) grant in the amount of $1,512.000.59. The award period for the grant was January 1, 2025 through September 30, 2025. TWR was to provide violence intervention, ceasefire and mediation support, adult life coaching, and mentorship under the ONSE Violence Intervention Initiative to individuals between the ages of 18 - 35 and who are at the highest risk of violence and are often resistant and/or not eligible to be served with other services.[2]

Per the EC standard operating procedure (SOP) manual Site Visit section ONSE is required to conduct site visit to monitor and evaluate the grantee's compliance with grant guidelines as well as agency and local requirements. This report will be submitted to ONSE leadership, who will disseminate to program staff to address any staff-related matters raised by the report.[3]

II. MONITORING SCOPE AND PROCESS

As part of its regular oversight functions, ONSE Compliance Unit conducted an initial onsite

programmatic monitoring visit on April 8, 2025, to assess TWR's early implementation efforts and compliance with grant and regulatory requirements. ONSE assesses the grantee's adherence to the applicable federal and District of Columbia regulations, as well as compliance with the established ONSE policies, grant terms, and operational expectations. Monitoring included a comprehensive

[1] FY 25 Grant Application. Page 2
[2] RFA.Overview. Page3
[3] VI SOP. Site Visits Page 33

review of the grantee's administrative records, all programmatic deliverables.

III. INITIAL MONITORING REVIEW

Initial performance monitoring is conducted to assess the grantee's early implementation efforts, verify adherence to program requirements, and identify any areas requiring technical assistance or corrective action. The review included a thorough review to include administrative files, all program related deliverables, including program performance documents, participant files, case management, marketing materials, organization policies, expenditure reports, and other pertinent program and fiscal documents. The following section is a comprehensive account of all noted observations.

A. Program Site Review

ONSE reviewed the following documents:

- Executed Agreement/Attachments;
- Original Grant Application (including original budget);
- Confirmation of Pre-Program Requirements (Pre-Site Visit, Personally Identifiable Information/Federal Tax Information Training, Orientation, All ONSE Mandatory Meetings);
- Program Timeline/Workplan;
- Staff Roster/Organizational Chart (including Program and Fiscal/Accounting Staff);
- Address(es) for Grant Services Locations,
- Copies of Participant Roster/All Attendance Records/Participant Timesheets,
- Monthly Program Reports,
- Copies of all program materials used during the performance period (participant handbooks, and advertisements, etc.),
- Participant Assessments (if applicable),
- Program Policies and Procedures,
- Standard Operating Procedures,
- Proof of Agreement-Mandated Insurance Coverage which may include Commercial General Liability (CGL), Automobile Liability, Worker's Compensation/Employer's Liability, Cyber Liability, Commercial Umbrella or Excess Liability, or applicable coverage waivers.

B. Interview

During the site visit, TWR representatives were interviewed. They responded to the ONSE administrative questionnaire and provided an overview of the organization and grant-funded program operations, implementation status, and challenges experienced during program delivery. TWR stated that through their partnership with ONSE they have had positive experiences while engaging with the ONSE VI program staff.

1. Observations

In assessing TWR programmatic processes, the ONSE compliance team observed the following during the monitoring visit.

- TWR was not fully staffed for the VI Grant
- Equal Employment Opportunity compliance signage was not properly displayed
- Limited documentation was available to verify the depth of engagement with high-risk individuals
- The provider reported ongoing conflict resolution activities, including mediations and ceasefires engagements. These activities are situational by nature and may not always follow a fixed schedule or volume.
- Program staff reported challenges using ONSE program Smarthseet/Dashboard for reporting.
- A sample program uniforms was available for review; however, staff must provide proof of additional uniforms shirts
- Ongoing improvement for data quality checks to ensure accurate, and aligned with deliverables requirement
- Safety protocols, including emergency exits and ADA compliance, were evident.
- Documentation and Record Keeping
- The program maintained strong community partnerships and demonstrated active engagement with participants through outreach and collaborative efforts.
- TWR has completed intake assessments for registered participants and has made referrals for appropriate services.
- TWR has submitted its quarterly Language Access Report, detailing efforts to ensure meaningful access to services for individuals with limited English proficiency.

2. Findings

No. 1 – Proof of First Source Filing Reporting[4]

Condition: TWR did not provide proof of the District's First Source Employment Agreement.

Required Action: The Grantee shall submit proof of the First Source Employment Agreement.

Close-Out Remarks: TWR did not provide proof of the First Source Employment Agreement. **As a result, this finding is confirmed.**

[4] Provider Handbook, Page 35

No. 2 – Missing Staff Clearance Documentation[5]

Condition: TWR must provide clearance documentation for all staff employed on the VI grant.

Required Action: TWR is required to provide clearance documentation for all hired personnel assigned to the VI grant.

Close-Out Remarks: TWR did not provide proof of clearance documentation for all hired personnel staff assigned to the VI grant. **As a result, this finding is confirmed.**

3. Areas of Concern

No. 1 –Intervention strategies were either missing or insufficiently detailed.

Concern: TWR conducts conflict mediations and conflict resolutions with participants; however, documentation is inconsistent.

Recommendation: It is recommended that TWR ensure that all activities to reduce gun violence are documented in sufficient detail and shared with ONSE compliance and programming team.

Close-Out Remarks: TWR provide proof of documenting intervention strategies and conflict mediations in the ONSE VI program Dashboard

As a result, this area of concern is abated.

IV. PROMISING PRACTICES

No. 1 – Program Community Partnerships

Although TWR had to temporarily suspend its structured Tools for Change program, to minimize service disruption and preserve participant engagement and maintain program continuity focusing on conflict resolution, emotional wellness, life skills, they utilize their staff to reenforce services.

V. FOLLOW-UP

ONSE submitted the initial monitoring report to TWR on July 2, 2025, with a response

due date of July 16, 2025. TWR provides additional documentation to address

the findings and areas of concern as noted therein. As a result, two (2) of the three (3) programmatic findings were abated and one (1) was confirmed and one (1) area of concern was abated. This review is hereby concluded.

[5] VI SOP. Staff Hiring, Termination and Personnel Changes. Page 6

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission: ☐ Re-Description ☐ New ☐ Re-Establishment ☒ Other

3. Service: ☒ Department ☐ Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

6. Certification No.

Explanation (show any positions replaced): Standard PD

7. Position Status (Service): ☒ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other

8. Collective Bargaining Unit (CBU) Code:

9. Employment /Financial Statement Req'd? ☐ Yes ☒ No

10. Subject to Identical Additional Action ☒ Yes ☐ No

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. FLSA: ☒ Exempt ☐ Nonexempt

13. Competitive Level Code

14. Job Code 551848 union 554161 nonunion

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	Support Services Specialist	CS	0342	12	MM	11/14/19
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title) (optional)*

17. Department, Agency or Establishment: District of Columbia Agency As Assigned

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

a. Typed Name and Title of Immediate Supervisor

Signature Date

b. Typed Name and Title of Higher -Level Supervisor or Manager *(optional)*

Signature Date

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."

Typed Name and Title of Official Taking Action: Zondie Pendarvis, Acting Human Resources Manager

Signature: Zondie Pendarvis Date: 11/15/19

20. Standards Used in Classifying/Grading Position

US OPM Position Classification Standard for Support Services Administration Series, GS-0342, May 1979.

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

22. Remarks *(optional)*

This is a standard position description for use in any agency in the District of Columbia

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

SUPPORT SERVICES SPECIALIST
CS-0342-12

INTRODUCTION

This is a standard position description designed for use in all District of Columbia Government departments, offices and agencies.

The incumbent is responsible for planning and executing complex support services functions essential to accomplishment of the organization's mission.

MAJOR DUTIES

Provides a variety of support services that are essential to the efficient accomplishment of the work of the department, office or agency serviced. These include, but are not limited to such services as space management, safety management, property management, records management, supply management, mail service, facilities and equipment maintenance, and transportation.

Analyzes proposed and existing regulations and directives for conformance, for clarity, to avoid duplication or conflict with other issuances, and to provide authoritative recommendations for appropriate corrective actions.

Initiates and implements administrative policies and procedures to enhance support services functions. Plans and organizes select support services functions and activities that may include but are not limited to: records, files and forms management, requisitions, purchases, storage and issuance of supplies, space design and correspondence management processes.

Determines utilization of staff resources and is responsible for scheduling, arranging and coordinating relocations of all personnel, furniture or equipment.

Evaluates, monitors and coordinates the agency's administrative systems that cover communication and message processing, mail operations, duplicating services, supply management and program developmental needs.

Monitors day-to-day operations, work efforts and assignments for staff to meet established goals of the agency. Develops policies, procedures and guidelines for the training of staff on functional aspects of support services operations.

Assists with the development and monitoring of the budget and recommending modifications to the management to satisfy changing program requirements and staff adjustments. Designs, develops and implements procedures to sustain cost effective support service operations.

Improves and simplifies reporting requirements through analyses of data reported, analyses of the requirements and methods for preparation of reports and assures that reporting requirements are met. Ensures that operating procedures for all activities are completely documented and that all procedures are updated and revised as necessary.

Briefs the supervisor on any confidential matters, unusual situations or activities occurring in the absence of the supervisor and recommends course of action.

Develops and recommends solutions and approaches to operating issues or changes. Plans internal operating procedures to incorporate new and improved activities and special projects to expedite and eliminate management problems.

Resolves conflicts or problems encountered during planning, coordination or delivery of services and quickly determines appropriate actions in situations involving tight deadlines or urgent agency needs.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Comprehensive knowledge of administrative regulations, systems and procedures, management and organizational techniques and knowledge of the agency's mission, function and work processes.

Extensive knowledge of District of Columbia government regulatory laws and operating entities including the agency's program services and its operating entities to thoroughly ensure that duties and responsibilities are performed according to agency guidelines.

Ability to exercise judgement and use analytical ability and knowledge to accomplish goals set forth by the organization. Depending on the assignment, the ability to provide a supportive or leading role to keep the organization on course.

Comprehensive knowledge and demonstrated skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of administrative programs.

Ability to communicate effectively, both orally and in writing. Ability to articulate to, interact with and motivate all levels of staff. Ability to exercise tact and work in a team-based environment.

Knowledge of and proficient in the use of operating a personal computer (PC), Microsoft Word, Excel, Access, PowerPoint, etc. to perform the assigned work tasks.

SUPERVISORY CONTROLS

The incumbent works under the general supervision of the supervisor who makes assignments based upon priorities and deadlines. The incumbent independently plans and carries out assignments, seeking assistance from the supervisor on new or unusual situations. Completed work is reviewed for accuracy, completeness and adherence to policies and procedures.

GUIDELINES

Guidelines have gaps in specificity and are available but are not completely applicable to the work. The incumbent exercises judgement and initiative in interpreting and adapting guidelines, selecting alternatives or consulting with supervisor where guidelines are unclear.

COMPLEXITY

The incumbent performs work that involves gathering information, identifying and analyzing issues and varied duties that require many different and unrelated processes and methods. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or evaluation of processes that can result in conflicting requirements. The work involves planning and advisory responsibilities in encompassing a full scope and range of support services functions that include new techniques, established criteria or new information.

SCOPE AND EFFECT

The purpose of the work is to provide assistance to the supervisor and staff by performing various assignments necessary to assess the operations of the staff support services and develop guidance for use across the organization. The work involves planning and carrying out projects to improve the productivity and efficiency to meet established goals and objectives. The work performed affects a wide range of agency activities or the operation of other agencies.

PERSONAL CONTACTS

Personal contacts are with co-workers, departmental officials, operating personnel, vendors, suppliers, manufacturers, the general public and other District government agencies.

PURPOSE OF CONTACTS

The purpose of contacts is exchange and clarify information relative to the policies and procedures and work of the office.

PHYSICAL DEMANDS

The work is sedentary in nature, however; there may be some walking, standing, bending and carrying of light objects are required. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work is performed primarily in an office setting that is heated, lighted and ventilated.

LICENSES/CERTIFICATIONS

Not applicable.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT

COMPLIANCE UNIT

TOGETHER WE RISE

FY 25 Empowering Communities Through Innovative Violence Intervention Grant

FINAL MONITORING REPORT

January 21, 2026

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IX. CONCLUSION: 5

I. EXECUTIVE SUMMARY:

The District of Columbia (D.C.) Office of Neighborhood Safety and Engagement (ONSE) Compliance Unit is responsible for conducting monitoring and data validation for grantees and programs throughout ONSE. Program reviews are in accordance with D.C. Municipal regulations 717.29 Action ED-4.2.F: Training Program Tracking and 717.30 Action ED-4.2.G: Best Practices Analysis; D.C. Code; the Language Access Act of 2004, the Living Wage Act of 2006, the Americans with Disabilities Act, and under the guidance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to Local and State Government (OMB Circular A-102).

A. Background

Together We Rise (TWR) is a grassroots, community-based organization established in 2022, born from a profound commitment to serve, uplift, and restore communities heavily impacted by myriad forms of trauma. Our mission is to build bridges and pathways grounded in healing, love, and restorative justice, fostering community-led transformation for individuals who have faced systemic challenges. With a culturally responsive framework, TWR aims to rebuild social structures in eight high-priority neighborhoods across Washington, DC's Wards 6 and 7. Through consistent community engagement, trauma-informed practices, and a holistic healing framework, TWR has swiftly emerged as a stabilizing force, providing essential support and services that empower individuals to rebuild and restore their lives and communities.[1]

B. Engagement

On January 22, 2025, TWR received a Fiscal Year 2025 (FY25) Empowering Communities Through Innovative Violence Intervention (EC) grant in the amount of $1,512.000.59. The award period for the grant was January 1, 2025 through September 30, 2025. TWR was to provide violence intervention, ceasefire and mediation support, adult life coaching, and mentorship under the ONSE Violence Intervention Initiative to individuals between the ages of 18 - 35 and who are at the highest risk of violence and are often resistant and/or not eligible to be served with other services.[2]

Per the EC standard operating procedure (SOP) manual, Site Visit section ONSE is required to conduct a site visit to monitor and evaluate the grantee's compliance with grant guidelines as well as agency and local requirements. This report will be submitted to ONSE leadership, who will disseminate to program staff to address any staff-related matters raised by the report.[3]

II. MONITORING SCOPE AND PROCESS:

As part of its regular oversight functions, the ONSE Compliance Unit conducted three interactions with TWR to monitor program implementation and compliance with grant and regulatory requirements for the Fiscal Year 2025 (FY25) Empowering Communities Through Innovative Violence Intervention (EC) grant in the amount of $590,863.34. The award period for the grant is January 1, 2025, through September 30, 2025, with an extension to December 30, 2025, in the amount of $504,000

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[1] FY 25 Grant Application. Page 2

[2] RFA.Overview. Page3

[3] VI SOP. Site Visits Page 33

1. **Initial Onsite Monitoring Visit (April 8, 2025):**
   ONSE conducted an onsite visit to assess TWR's early implementation efforts and evaluate adherence to applicable federal and District of Columbia regulations, as well as compliance with ONSE policies, grant terms, and operational expectations. The monitoring included a comprehensive review of administrative records and all programmatic deliverables.

2. **Updated Monitoring Report (August 8, 2025):**
   TWR received an updated monitoring report summarizing findings from the initial visit and providing guidance on areas needing corrective action or improvement.

3. **End-of-Year Desk Review (December 16, 2025):**
   A final review to confirm year-end compliance and validate that prior corrective actions were implemented. In addition to using the 4Ps framework for evaluating and strengthening programs.

III. PARTICIPANTS SUMMARY:

A. Participants Eligibility and Enrollment

TWR program participants consist of residents ages 18-35 with a history of being either victims or perpetrators of gun violence. TWR ensures that all participants meet the eligibility and enrollment requirements. Participants fully comply with program standards. Intake forms are complete, and enrollment numbers exceed the minimum grant requirement of 20 participants per ward. The program completed 82 intakes for the FY grant reporting period. All participant records are accessible in the ONSE Smartsheet database.

Outreach to Disengaged Participants

TWR has implemented and consistently executed documented outreach protocol for individuals identified on the ONSE "People of Promise (POP)'list. All outreach attempts are recorded and reflect good faith, repeated efforts to engage eligible individuals. Identified barriers to engagement, including invalid contact information and the use of aliases were documented and formally communicated through required monthly reports. Continued outreach to disengaged participants is ongoing, documented, and reflects active engagement management and program accountability.

B. Participant Engagement

TWR consistently meets program and expectations for participant engagements. All activities, sessions, and events are conducted in alignment with grant requirements, with attendance traced and logged in the ONSE data system. Comprehensive event lists and corresponding sign-in sheets are uploaded to the TWR-assigned cloud-based BOX account.

C. Case Management

Individual Service Plans (ISPs) are developed for each participant, detailing goals, timelines, and interventions. Plans are maintained and reviewed to ensure quality, accuracy, and effective delivery service. Participant case notes are confidential and regularly updated

to track ongoing engagement, ensuring continuity of service. Continuous feedback from participants is incorporated into program improvements.

TWR facilities referrals for participants and community members for services including housing, employment, and mental health support.

IV. PROGRAMMING:

A. Program Model and Curriculum

TWR program model integrates targeted outreach, comprehensive assessment, individualized case management, and access to supportive services to address participants' immediate and long-term needs.

Participants are engaged through referrals and community-based outreach, and they undergo a standardized intake process to determine their eligibility, risk level, and service needs. Service delivery documentation, including daily census, climate checks, community empowerment plans, monthly reports, and records of events and activities, is not consistently completed.

B. Safety & Risk Protocols

Safety protocols are followed and supported by safety plans when participant engagement activities occur outside the District of Columbia. Critical incidents are reported timely using multiple reporting mechanisms, including Smartsheet, and the DC Critical Incident App, and reviewed in weekly meetings.

V. PERFORMANCE:

A. Grant Deliverables and Compliance

TWR demonstrates overall compliance with the required corrective action for proof of the First Source Employment Agreement.
As a result, this finding is abated.

Deliverables, including weekly, monthly, and quarterly reporting. Reports are submitted on schedule. Budget expenditures align with approved allocations, with major expenditures preapproved. Staffing levels meet contractual requirements, and documented rosters are maintained.

B. Program Outcomes

- Increased connection to supportive services
- TWR recorded a 15% reduction in shootings in Ward 6
- TWR recorded a 30% reduction in shootings and retaliatory incidents in Ward 7
- Employment outcomes, training participation, and education involvement are documented through logs and service summaries. Prosocial engagement activities are recorded in Smartsheet.

C. Quality Assurance and Data Integrity

TWR demonstrates generally adequate quality assurance practices and maintains data integrity across its systems. Records are organized, and key data elements are accurately

documented. Staff follow established procedures for data entry, verification, and reporting. Minor gaps in timeliness or documentation were noted and should be addressed to maintain consistent data integrity and support future monitoring.

.VI: PARTNERSHIPS AND COMMUNITY PRESENCE:

A. Partner Engagement

TWR maintains the required minimum of twelve active partnerships within each assigned ward. TWR's Program Manager maintains an ongoing relationship with the Metropolitan Police Department, receiving monthly updates related to policy developments and community safety. Additionally, TWR collaborates with guest speakers and gun violence subject matter experts. TWR's partnerships provide training that strengthens staff capacity and supports Violence Interrupters in navigating their roles effectively.

B. Community Presence and Engagement

TWR actively participates in community-based activities, including community walks, vigils, and group outings. Stakeholder feedback reflects positive community perception of TWR's work in the community. Community engagement efforts are consistent, resulting in measurable positive outcomes, including increased participant referral and increased community support.

VII. OVERALL PROGRAM ASSESSMENT:

The program demonstrates satisfactory performance in meeting grant and program standards. Staff consistently implement activities in adherence to grant requirements, SOP's, and internal policies, ensuring that all participant eligibility, enrollment, and engagement processes are fully documented and verified.

Staff training and professional development are prioritized, ensuring personnel are knowledgeable about program standards, compliance requirements, and best practices in service delivery.

Strengths

- Ability to maintain prior mediations and address risks before they escalate
- Targeted prevention, intervention, and community engagement
- Staff and outreach workers are viewed as credible messengers, strengthening participant buy-in and de-escalation efforts.
- Strong participant engagement
- Strong partnerships and community presence

Areas Requiring Attention

- Improve post-program tracking
- Provide consistent documentation of mediations
- Strengthen documentation practices to ensure full compliance with background clearances.

VIII. BEST PRACTICE:

TWR is actively collaborating with community stakeholders in preparation for launching an Early Stages Workforce Program. This initiative aims to assess participant workforce readiness and provide structured pathways to employment and entrepreneurship.

IX. CONCLUSION:

TWR effectively meets the ***FY 25 Empowering Communities Through Innovative Violence Intervention Grant*** requirements. Program operations and outcomes reflect a strong capacity to sustain its positive impact on reducing gun violence in the District of Columbia. Continued support, system refinement, and policy alignment will further enhance program performance, accountability, operational effectiveness, and long-term impact.

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

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)

1. Agency Position No.

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. Enhanced Suitability
☐ Re-Description ☑ New ☐ Re-Establishment ☐ Other	☑ Department ☐ Field	Washington, DC	Washington, DC	☑ Safety ☐ Security ☐ Protection ☐ None

Explanation (show any positions replaced)	7. Position Status (Service)	9. Employment /Financial Statement Required?	10. Subject to Identical Additional Action
	☑ Career ☐ Executive ☐ Legal ☐ MSS ☐ Excepted ☐ Other	☐ Yes ☑ No	☐ Yes ☑ No
	8. Collective Bargaining Unit (CBU) Code: XAA	11. Position is ☑ Supervisory ☐ Managerial ☐ Neither	12. FLSA ☐ Exempt ☑ Nonexempt
			13. Competitive Level Code
			14. Job Code 554178

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	Training Specialist	CS	1712	12	DP	4/21/2025
c. Intermediate Authority						
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Training Specialist	CS	1712	12		

16. Organizational Title of Position *(if different from official title) (optional)*

16(a) Employee Name *(If applicable)*

17. Department, Agency or Establishment
Executive Office of the Mayor

c. Third Subdivision

a. First Subdivision
Office of Neighborhood Safety and Engagement

d. Fourth Subdivision

b. Second Subdivision
Pathways Program

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
Julia Irving, Deputy Director

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature [signature] Date 28/March/2025

Signature Date

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
U.S. OPM Position Classification Flysheet for Training Instruction Series, GS-1712; TS-104 May 1991

Typed Name and Title of Official Taking Action
Devonte Peterson- Human Resources Specialist

Signature Devonte Peterson Date 4/21/2025

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

22. Remarks *(optional)*
No Known Promotion Potential

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

INSTRUCTIONS FOR COMPLETING THE D.C. OPTIONAL FORM 8
POSITION DESCRIPTION COVER SHEET

In order to comply with the requirements of Chapter 11A of the District Personnel Manual (DPM), Classification, Part II, Subpart 1, District government agencies and human resources offices must complete the items marked by an asterisk (*). Items not marked by an asterisk may be completed at the discretion of the agency.

***1.** Enter position number used by the agency for control purposes.

***2.** To be completed by the certifying human resources officer or the Director of Human Resources' designee.

***3.** Indicate the Collective Bargaining Unit (CBU) Code for the position.

***4.** Enter geographical location, D.C. or state of the position.

***5.** Enter geographical location if different from #4.

***6.** Enter the enhanced suitability designation, if the position is not covered under the enhanced suitability program select none.

***7** Check one. The following terms have the meaning ascribed:

Re-description — duties and/or responsibilities of an existing position are being changed.

New — the position did not exist previously.

Re-establishment — the position previously existed but had been cancelled.

Other — refers to such things as a change in title or occupational series without a change in duties or responsibilities.

The "Explanation" section should be completed to indicate the reason "Other" is checked, and to show any position(s) replaced by position number, title, pay plan, occupational code, and grade.

***8.** Check one.

***9.** Check one. Indicate whether the incumbent is required to submit a D.C. Form 35, Confidential Statement of Employment and Financial Interests. See Chapter 18 of the D.C. personnel regulations, Employee Conduct.

***10.** Check one. Indicate whether Identical Additional (IA) positions are permitted. Agencies may show the number of such positions authorized and/or established after the "Yes" block. See Chapter 11A, Classification, Part II, Subpart 1.4(G) of the DPM.

***11.** Check one.

A **"Supervisory"** position is one generally occupied by an individual having delegated authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees.

A **"Managerial"** position is one generally occupied by an individual employed by an agency in a position in which the duties and responsibilities influence the policies of the agency.

***12.** Check one to show whether the position is exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act.

***13.** Check one. Indicate the Service of the position. For details review the following chapters in the D.C. personnel regulations: Career Service (Chapter 8); Excepted Service (Chapter 9); Executive Service (Chapter 10); Management Supervisory Service (Chapter 38); and Legal Service (Chapter 36).

***14.** Agencies may use this section for any additional coding requirement.

***15.** Enter classification/job-grading action.

- For "Official Title of Position" and "Pay Plan," see the applicable classification or job-grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards for Trades and Labor Occupations, "Part 1, Section III for RW, RL, or RS positions.

- For "Pay Plan" code, use CS for District Service Schedule positions, MS or MW for Management Supervisory Schedule positions, RW, for Regular Wage Service Schedule positions

- For "Occupational Code," see the applicable standard; or, where no standard has been published see the "Handbook of Occupational Groups and Series of Classes" for CS positions, or Job Grading Standards, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "CS 1310(14)."** The codes are listed and discussed in the General Introduction to the "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

***16a.** Enter the name of the incumbent., if applicable.

***17.** Enter the organizational location of the position, starting with the name of the department or agency and, in descending order, show each level down to the actual location of the position.

***18.** The immediate supervisor of the position should certify this statement. At the option of the agency, a higher-level supervisor or manager may certify the statement.

***19.** The authorized official who makes the classification/job grading decision should certify this statement. Depending on agency regulations, this official may be a personnel office representative, or other authorized individual with officially delegated classification/job grading authority.

***20.** Enter the position classification/job grading standard(s) used to classify the position and the date of issuance. For example, "Mail and File series, GS-305, TS-34 January 1979."

***21.** D.C. government agencies and the D.C. Department of Human Resources are required to conduct annual reviews of positions to ensure that each position serviced is evaluated at least once every three (3) years. The evaluation is required to determine whether the position is still necessary and, if so, whether the position is adequate, and the classification/job grading assigned is accurate. Refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM. Part II, section 1.9 may be used as part of the review process. The employee's initials are optional. The initials of the supervisor and the official with delegated classification authority represent re-certifications of the statements in items 19 and 20, respectively.

22. This section may be used for additional coding requirements or for any appropriate remarks.

***23.** On plain paper, type a description of the duties and responsibilities of the position. The sheet must be attached to the Optional Form 8. The position number should be shown on each page attached. For an example of the format to be used in preparing the description of duties, and any requirements for evaluation documentation, refer to Chapter 11A, Classification, Part II, Subpart 1 of the DPM.

TRAINING SPECIALIST
CS-1712-12

INTRODUCTION

This position is located in the Office of Neighborhood Safety and Engagement (ONSE), Office of Government Relations, Pathways Program. The Pathways Program is a transitional employment program that aims to decrease participants' involvement in the criminal justice system and improve their employment, education, and training outcomes of employment, education. The mission of the ONSE is to build partnerships and implement strategies that reduce gun-related violence in the District.

The incumbent serves as the Training Specialist for the ONSE Pathways Program and is responsible for planning, developing, administering, coordinating, implementing, evaluating, and conducting in-service, workforce development cognitive behavior-based training to position program ambassadors for transitional employment opportunities and informed life skills decisions. The Pathways Program is a transitional employment program that aims to decrease participants' involvement in the criminal justice system and improve their employment, education, and training outcomes of employment, education.

MAJOR DUTIES

Facilitates sessions tailored to personal and professional development with integration of cognitive behavior and restorative justice elements for people most at risk of engaging in gun-related violence geared toward 18-34 years of age. Works with program partners to align curriculum and offerings for program participants in order to support program partner presentations and ensure adaptability to audience.

Research subject matter through policy and procedure manuals and other resources and authorities. Determines objectives, scope, and criteria for evaluation of training courses. Keeps apprised of revised program policies and procedures to maintain awareness of current trends in methodology and techniques of training.

Plans, develops, coordinates, and conducts both hands-on and classroom training. Develops curricula and designs program content to make recommendations for optimal presentation format and use of technology-based methodologies.

Develops lesson plans for daily classroom instruction; adapts and revises daily lesson plans; develops and administers quizzes; evaluates individuals' progress; and provides counseling as required. Develops, modifies, and adapts training aids and methods as necessary. Prepares course outlines and gears training methods to accommodate various learning styles.

Collaborates with management and other personnel, as needed, to assess training needs and to develop goals and objectives for operation-specific areas. Engages in problem-solving with management to address individuals' skills and abilities through training.

TRAINING SPECIALIST
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Performs related research and investigation for accepted practices using appropriate techniques and compiles data for program development. Prepares curriculum documents, methods, and guidelines for incorporation into training programs to enhance employees' motivation skills and education development.

Conducts observational assessments of program partners and administers participant evaluations to advise on the impact of course offerings (quality of training) and areas of modification to include scope and objectives. Keeps appraised of emerging facilitation trends for the focus population and identifies potential content for inclusion. Incorporates data obtained from assessments and evaluations to inform facilitation content and approach for the program.

Develop techniques and tools to measure the effectiveness of provided training, in coordination with management. Ensures evaluations address the performance of staff during training that aligns with performance. Recommends adjustments, modifications, and advisability for further training according to findings; utilizes essential information to develop training plans for ambassadors; and to develop new approaches to meet the technical assistance requirements of the Pathways program.

Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Comprehensive knowledge of methods and techniques of instructing and conducting classroom training regarding designated subject matters. Ability to develop training programs, including, but not limited to, lesson plans and serving as a technical specialist in order to present technical and non-technical materials to students.

Thorough knowledge of the methods and techniques of cognitive behavior and restorative justice practices to create supportive, inclusive, and impactful learning environments for staff and participants. Ability to foster positive relationships, address changing behaviors effectively, and promote socio-emotional development in order to improve students' cognitive behavior outcomes.

Comprehensive knowledge of education and training; ability to apply the principles and techniques of education through practical training combined with study and practice. Thorough knowledge of Cognitive Behavioral Therapy (CBT), workforce development, vocational skills, career counseling, diversity training, workplace culture, and professional development to tailor training content and address specific cognitive and behavioral challenges faced by individuals in the workplace.

Thorough knowledge of the Neighborhood Engagement Achieves Results (NEAR) Act and program offerings of the Office of Neighborhood Safety and Engagement and workforce development principles, interviewing, and resume-building techniques to help ambassadors acquire the specific and developmental skills to become civic-minded, economically self-sufficient.

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Knowledge of community conflict, root causes of gun violence, and behavioral health challenges to provide ambassadors with an engaging and educational experience. Ability to be aware of workforce job trends, related fields, and accredited career assessments to inform facilitation and further aid in the stabilization of the ambassador's post-program success.

Excellent skill in communication, both orally and in writing, to develop and facilitate lesson plans and training, and to present and collaborate with management on training needs of staff. Skill with various computer operating systems and applications, including Microsoft Teams and QuickBase to coordinate and conduct the use of technology-based training.

SUPERVISORY CONTROLS

Incumbent works under the general supervision of the Program Manager, who provides broad policy and program guidance. The incumbent independently plans, organizes, and carries out projects and training programs. Incumbent consults with supervisor on the most significant issues that may have precedent setting implications. The incumbent is responsible for the quality of courses managed. Completed curriculum assignments are reviewed for effectiveness and consistency with training objectives and policies. The incumbent determines the need for additional subject-matter information and may meet with representatives of outside organizations to obtain it. The incumbent develops or adapts new or revised training or testing materials for formal course use.

GUIDELINES

Guidelines include the Neighborhood Engagement Achieves Results (NEAR) Act, the ONSE Standard Operating Procedures, and the Executive Office of the Mayor Communication guidelines. The guidelines have gaps in specificity. The incumbent uses initiative and resourcefulness to deviate from traditional methods or research trends and patterns to develop new methods and training criteria. The incumbent analyzes results and recommends changes.

COMPLEXITY

The work involves varied duties that require many different and unrelated processes and methods, such as those relating to well-established aspects of training. Decisions on what needs to be completed include analysis of each course assignment, variations in previous techniques and methods, security/legal sensitivity as related to cohort composition, feedback from surveys, and alignment with the mission of the Office of Neighborhood Safety and Engagement and the NEAR Act. The work requires making many decisions concerning such things as interpretation of data (surveys, crime trends, conflict, placement rate), planning the training work, or refinement of the methods and techniques to be used. The training facilitator is responsible for maintaining a high level of confidentiality due to the responsibility required while performing quality assurance/quality control. The incumbent must have integrity with the data obtained due

to the serious nature of dealing with situations of life and death. The identity and information disclosed during the cohort must be held with the highest level of discretion.

SCOPE AND EFFECT

The work involves facilitating a cognitive behavior transformative curriculum to persons 18-34 years of age with varying educational backgrounds and learning styles who are most at risk of engagement in gun-related incidents. The work service affects the design and course development and training programs, public safety in communities of promise, and adaptability within communities outside of controlled classroom environments.

PERSONAL CONTACTS

Contacts are made with Program Managers, Lead Program Coordinators, case managers, outreach specialists, Credible Mentors, Violence Interrupters, mental health providers, workforce development specialists, the compliance team, and law enforcement partners.

PURPOSE OF CONTACTS

The purpose of contacts is to train and provide counsel in order to plan, coordinate, provide information, and resolve problems by providing instructions to help individuals who are working toward mutual goals by acquiring specific skills and knowledge and having cooperative attitudes.

PHYSICAL DEMANDS

The work is sedentary but requires long periods of standing, stretching, and/or reaching. It may also involve some walking, bending, and carrying light items such as papers, books, etc.

WORK ENVIRONMENT

The work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and training rooms.

SIGNIFICANT FACTS

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC Personnel Regulations Suitability. This position has been designated as a **Protection-Sensitive** position.

This position is classified as "**protection-sensitive**" due to the position's duties and responsibilities. Protection sensitive positions are positions that are not safety sensitive positions, but that include duties or responsibilities that involve caring for patients or other vulnerable people.

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The Training Specialist will be responsible for contacting individuals most at risk of being involved in violence, their family members, the Police Department, social service representatives, civic groups, the general public, schools, organizations, and neighborhood groups. The Pathways Program is a transitional employment program for individuals between the ages of 18-35 identified as being at risk of participating in and/or being victims of violent crime. Additionally, the Training Specialist will be responsible for conducting observational assessments of program partners and administers participant evaluations to advise on the impact of course offerings (quality of training) and areas of modification to include scope and objectives.

Work hours will vary as required by the needs of the program to include evenings, nights, weekends, holidays, split days off and fluctuating tour of duties.

LICENSURE/CERTIFICATION

The incumbent must possess a valid driver's license.

DRUG FREE WORKPLACE

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.