**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**D.C. DEPARTMENT OF HUMAN RESOURCES**

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**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the D.C. Department of Human Resources (DCHR) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

1) **Transparency**

   *Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*
   - *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

DCHR has recently established an Open Government page on our DCHR website, which includes administrative staff manuals and instructions as well as links to several databases:

   - Public Employee Salary Information
   - DCHR's FY14 Budget
   - Electronic-District Personnel Manual (E-DPM)
   - DCHR Mission Statement
   - P Card Purchases
   - Purchase Orders
   - Awarded Contracts
   - DCHR Organizational Chart [PDF]
   - District-wide FOIA Reports

Additionally, DCHR has published commonly requested documents in the FOIAXpress Reading Room to promote transparency.

   - *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*

If the public cannot find the information they seek on the DCHR website, they are invited to submit a Freedom of Information Act (FOIA) request online. DCHR has a designated FOIA Officer who ensures that all FOIA requests are responded to within the statutory timeframes. DCHR has drafted an FY16 Key Performance Indicator (KPI) goal of responding to FOIA requests within 15 business days. Moreover, FOIA requests and all responsive documents are uploaded into FOIAXpress.

- *Steps your agency will take to increase public access to information.*

DCHR continually evaluates its FOIA requests to determine whether the requested information would be of general interest to the public. If so, DCHR will post that information on our Open Government webpage and/or in the FOIAXpress Reading Room.

- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)*
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Not Applicable.

- *How your agency has taken or plans to take steps to make more of its data available to the public.*

DCHR is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from DCHR is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

*2)* **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*
- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*

DCHR executes the human resources policies and procedures, and it regularly invites comments and feedback from key stakeholders and the public. DCHR publishes notices of regulatory changes and rulemaking in the D.C. Municipal Regulations and D.C. Register website for a minimum of 30 days for public comment. More specifically, DCHR provides online access to proposed rules and receives comments electronically at an email address provided in the notice.

- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.*

DCHR's primary audience includes District employees, District residents and job applicants. DCHR uses social media, email, and online tools to share information and to solicit feedback:

1. DCHR's General Information Email – dchr@dc.gov
2. Ask the Director – http://app.dc.gov/apps/about.asp?page=atd&type=dsf&referrer=dcop.dc.gov&agency_id=1033&dcopNav=|31654|
3. DCHR's Facebook Account – https://www.facebook.com/DCHumanResources
4. DCHR's Twitter Account – @DCgovDCHR
5. District's Spotlight which is hosted on the Employee and Manager Self-Service portals for PeopleSoft 9.0 – https://pshcm.dc.gov/psp/hcmprd/EMPLOYEE/HRMS/h/?tab=PAPP_GUEST
6. Featured News – www.dchr.dc.gov
7. Classification Reform Project - classificationreform.dchr@dc.gov

- *How your agency identifies stakeholders and invites their participation.*

DCHR regularly engages key stakeholders in our various initiatives and when making substantial changes to our policies, rules and regulations, and/or procedures and practices. The nature of a particular initiative dictates who the key stakeholders will be, and DCHR uses a variety of strategies to encourage their participation. For example:

- DCHR assembles work groups and focus groups of key stakeholders
- DCHR hosts monthly meetings with the HR community to provide information and solicit feedback
- DCHR presents information sessions for stakeholders and other interested parties
- DCHR publishes public notices and solicits comments
- DCHR collaborates with a variety of agencies on a wide array of initiatives

- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*

DCHR is continually analyzing its FOIA and other information requests to identify additional information that can be made available to the public through its Open Government webpage and the FOIAXpress Reading Room.

*3)* **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations.*

DCHR programs, policies, and practices impact the District's workforce as well as District residents and other members of the public. Thus, DCHR regularly collaborates with other agencies as well as with labor organizations and Council members.

DCHR's Center for Learning and Development (CLD) regularly collaborates with agencies on learning and development programs and training opportunities for employees and residents. DCHR hosts monthly training coordinator meetings and engages the HR community in providing feedback on the implementation of various change initiatives. In addition, DCHR partners with agency managers and employees in the development of effective learning and development programs to meet the needs of employees.

Finally, to support the District's strategic goal of recruiting, managing, and retaining a well-qualified and diverse workforce, and to promote the hiring of District residents, DCHR hosts a number of recruitment fairs in collaboration with the D.C. Department of Employment Services and other community partners.

> *Please include a description of:*
> - *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*

DCHR appreciates the importance of collaboration with other agencies and key stakeholders, and our efforts to do so are outlined in the responses above.

> - *Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.*

DCHR appreciates the importance of collaboration and consequently, it is continuously looking for new feedback tools and mechanisms. For example:
- DCHR will continue to partner with key stakeholders on a variety of programs and initiatives
- DCHR invites attorneys and labor representatives to attend and/or participate in its annual conference during which information is shared and feedback solicited
- DCHR is continually exploring new ways to use technology and social media to expand its collaboration and communication.
- DCHR actively participates in the District's Joint Labor Management Partnership Council