

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for DPM Chapter(s): **10**

E-DPM Instruction No. 10-20

SUBJECT: Pay Levels for Executive Service Positions
Paid Under the Executive Schedule ("DX
Schedule")

Date: March 21, 2012

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 10-19, *subject as above*, dated January 4, 2011.

I. Purpose

The purpose of this E-DPM instruction is to:

- a. Add the following agencies: the *Metropolitan Police Department* (pay level E5), the *Fire and Emergency Medical Services Department* (pay level E5), and the *D.C. Public Schools* (pay level E5) to the list of subordinate agencies (pay level E5);
- b. Rename the *Department of Real Estate Services* to the *Department of General Services*;
- c. Add information on employment contracts; and
- d. Add information on exceptions to pay levels within the Executive Schedule.

II. Authority

- a. Statutory Authority: The Executive Service Compensation Amendment Act of 2011 ("Act"), (D.C. Law 19-243), effective February 24, 2012; and
- b. Regulatory Authority: Chapter 10 of the D.C. personnel regulations, Executive Service.

III. General Provisions

- a. The Executive Schedule ("*DX Schedule*"), which is the basic pay schedule for positions in the Executive Service, is divided into five (5) pay levels: *E1, E2, E3, E4, and E5*.

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Compensation and Classification Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

- b. Each pay level has a minimum and maximum salary range, established by the Mayor and subject to Council review and approval by resolution.
- c. Except as otherwise provided by law or regulation, a person appointed to a position in the Executive Service shall be appointed at the pay level on the *DX Schedule* designated for that position, and will receive a salary set at any amount within the salary range determined to be appropriate.
- d. In accordance with section 1001.2 of Chapter 10 of the D.C. personnel regulations, Executive Service, the Director of the D.C. Department of Human Resources (DCHR) is responsible for providing relevant criteria for consideration by the Mayor in designating the appropriate pay level within the *DX Schedule* for each Executive Service position.

The criteria must include but is not limited to the following:

- (1) Agency budget characteristics;
- (2) Agency workforce characteristics;
- (3) Complexity of agency mission and functions; and
- (4) Desired qualifications for or the impact of the person on the position.

IV. Pay Levels

Based on the criteria referenced in paragraph 1 (d) above, the pay levels within the *DX Schedule* designated by the Mayor for Executive Service positions as of the date of this E-DPM instruction are as follows:

PAY LEVEL: E1
SALARY RANGE: \$85,284 – \$127,926

AGENCY	POSITION TITLE
Commission on the Arts and Humanities	Executive Director
Office on Latino Affairs	Director
Office on African Affairs	Executive Director
Office of Asian & Pacific Islander	Executive Director
Office of Ex-Offender Affairs	Executive Director

PAY LEVEL: E2
SALARY RANGE: \$92,746 – \$139,056

AGENCY	POSITION TITLE
Office of the Secretary of the District of Columbia	Secretary of the District of Columbia
District of Columbia Office of Cable Television	Director
Department of Small and Local Business Development	Director
Office of Human Rights	Director

PAY LEVEL: E3
SALARY RANGE: \$100,848 – \$151,081

AGENCY	POSITION TITLE
Office on Aging	Director
Office of Risk Management	Chief Risk Officer
Office of Disability Rights	Director

PAY LEVEL: E4
SALARY RANGE: \$109,590 – \$164,129

AGENCY	POSITION TITLE
Office of Planning	Director
D.C. Department of Human Resources	Director
Office of Contracting and Procurement	Chief Procurement Officer
Department of Consumer and Regulatory Affairs	Director
Department of Motor Vehicles	Director
Department of Parks and Recreation	Director
Department of Housing and Community Development	Director
Department of Employment Services	Director

PAY LEVEL: E4 (Continued)
SALARY RANGE: \$109,590 – \$164,129

AGENCY	POSITION TITLE
Office of Unified Communications	Director
District Department of the Environment	Director

PAY LEVEL: E5
SALARY RANGE: \$118,651 – \$179,096

AGENCY	POSITION TITLE
Office of the Chief Medical Examiner	Chief Medical Examiner
Office of the Chief Technology Officer	Chief Technology Officer
Department of General Services	Director
Office of the Attorney General for the District of Columbia	Attorney General for the District of Columbia
Department of Corrections	Director
Department of Public Works	Director
Department of Human Services	Director
Department of Health	Director
Department of Mental Health	Director
Child and Family Services Agency	Director
Department of Insurance, Securities and Banking	Commissioner
Department of Youth Rehabilitation Services	Director
District Department of Transportation	Director
Department on Disability Services	Director
Department of Health Care Finance	Director
Homeland Security and Emergency Management Agency	Director
Office of the Deputy Mayor for Planning and Economic Development	Deputy Mayor for Planning and Economic Development

PAY LEVEL: E5 (Continued)
SALARY RANGE: \$118,651 – \$179,096

AGENCY	POSITION TITLE
Department of Education	Deputy Mayor for Education
D.C. Public Schools	Chancellor
Fire and Emergency Medical Services Department	Fire Chief
Metropolitan Police Department	Chief of Police

V. Exception

As provided in the Executive Compensation Amendment Act, salary exceptions were made for the positions of Chief of Police, Fire Chief, Chief Medical Examiner, and Chancellor of the D.C. Public Schools. However, the levels of compensations excepted in the statute apply only to the named, incumbent office-holders. Furthermore, the excepted levels of compensation shall not be used as a basis for determining the salaries of future officer-holders in the above positions. Rather, the Executive Service Salary Schedule shall be used to determine compensation.

VI. Employment Contracts

- a. The Mayor shall not enter into an employment contract with a subordinate agency head that contains terms and conditions of employment that are inconsistent with existing law.
- b. Employment contracts shall be posted on the DCHR website within 30 days of signing. The posting shall be subject to:
 - (1) Relevant exemptions pursuant to section 204 of the District of Columbia Administrative Procedure Act, effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code § 2-536); and
 - (2) Required disclosures pursuant to section 206 of the District of Columbia Administrative Procedure Act, effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code § 2-536).
- c. The employment contract shall be transmitted to the Council of the District of Columbia simultaneously with the transmittal of the nomination of the subordinate agency head.



Shawn Y. Stokes
Director