

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Instruction No. 9-22

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) 9
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SUBJECT: Capital City Fellows Program

Date: June 14, 2006

NOTE: This instruction supersedes DPM Instruction No. 9-21 on the same subject, dated March 2, 2006.

1. Purpose

The purpose of this instruction is to provide: (1) general information on the Capital City Fellows Program (“Program”); and (2) the guidelines for participation in the Program.

2. Authority

D.C. Official Code § 1-609.04 (6); Chapter 9 of the D.C. personnel regulations, Excepted Service; and Chapter 14 of the regulations, Performance Management.

3. Program Overview

- a. The Program was established in 1999 as a means for attracting recent graduates of master’s degree programs in **public administration, public policy, urban planning, and related fields**, to work for the District government.
- b. The purpose of the Program is to expose its participants to a wide range of governmental operations in a relatively short period of time. Participants are expected to be involved in the design, implementation, monitoring and evaluation of assigned projects.
- c. Candidates apply and compete for two-year (2-year) fellowship appointments working in various District government agencies.
- d. Each Capital City Fellow selected for the Program will work in four (4) different District government agencies over the course of the two-year (2-year) Program, consisting of four (4) six-month (6-month) rotations. As a result, Capital City Fellows will have an opportunity to observe and be involved in many facets of District government operations.
- e. The Program is administered by the Center for Workforce Development (CWD) within the D.C. Office of Personnel (DCOP). Staff within the CWD is responsible for

Note: 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 of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, section § 1.3]

Inquiries: DCOP, Center for Workforce Development (202) 727-1523

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

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coordinating all aspects of the Program, including all placements, salary determination and administration.

- f. Placements to the Program are based on the needs of the participating agencies as well as the experience, skills and preferences of each Capital City Fellow. Every effort will be made to accommodate the placement preferences of participants.
- g. New Capital City Fellows begin their service in **July of every year**.

4. Eligibility Criteria

- a. To participate in the Program, a candidate must be a recent university graduate with an earned master's degree. A candidate must have earned his or her master's degree within two (2) years and seven (7) months prior to the July start-date ("recency of degree requirement"). For example, a Capital City Fellow starting the Program in July of 2006 must have earned his or her master's degree between December 1, 2003 and July 1, 2006.
- b. The recency of degree requirement may be waived for any of the following reasons:
 - (1) The candidate earned his or her master's degree prior to the recency of degree requirement and is currently enrolled in a doctoral or post-doctoral program; or
 - (2) The candidate earned his or her master's degree prior to the recency of degree requirement, but within seven (7) years prior and has exhibited significant commitment to the District of Columbia or other local governments through paid and/or voluntary work.
- c. An individual who anticipates earning his or her master's degree after the July-start date will not be considered for the Program.
- d. A District government employee may apply to the Program; provided that, at the time of application, the employee meets the eligibility criteria as outlined in this section.
- e. A **Career Service permanent employee** selected to the Program will no longer have Career Service job protection rights upon acceptance of the appointment and conversion to the Excepted Service as a Capital City Fellow. Appropriate staff within the DCOP must so inform the employee, and ensure that the employee understands this provision and completes a statement to that effect.

5. Application Process

- a. Individuals applying to the Program must complete an application form, including all of the following:
 - (1) Official undergraduate and graduate transcripts;
 - (2) Résumé;
 - (3) Writing sample; and

- (4) Three (3) letters of reference.
- b. Application forms may be obtained:
 - (1) On-line at www.dcop.dc.gov (by downloading the application);
 - (2) By contacting the Manager for the Program (“Program Manager”) at (202) 727-1523; or via e-mail at Capcity.Fellows@dc.gov; or
 - (3) By visiting the CWD, located at:

D.C. Office of Personnel
441 4th Street, N.W., Suite 850 North
Washington, D.C. 20001

- c. Applications and the documents listed above must be submitted in person or postmarked **January 2nd** of the same year prior to the March interview date (see Paragraph 6 (a) below). Materials must be submitted to the Program Manager, Capital City Fellows Program, at the address in Paragraph 5 (b)(3) above.

6. Interview Process

- a. As part of the selection process, a committee reviews all the applications and determines which candidates will be invited to an **all-day interview session** held in March of each year prior to the start of the July Fellowship.
- b. Candidates are required to participate in the all-day interview session and must travel to the interview at their own expense.
- c. The committee evaluates applicants based on an individual interview, a group exercise, and a writing exercise.

7. Selection Process

- a. Each applicant will be assessed and ranked based on the following:
 - (1) Academic records;
 - (2) Strength of the application submitted;
 - (3) Leadership potential;
 - (4) Potential for future professional growth; and
 - (5) Commitment to public service.
- b. Selected candidates will be notified in writing each year not later than **April 30th** of each year.

8. Type of Appointment, Salary and other Benefits

- a. Capital City Fellows are appointed to the Excepted Service. A person appointed to a position in the Excepted Service serves in an “at-will” capacity; does not acquire permanent career status; and may be terminated at any time, with or without a stated reason, as provided in Chapter 9 of the regulations, Excepted Service.
- b. Capital City Fellows are paid from the Excepted Service Pay Schedule (“ES Schedule”) approved on **July 6, 2005** by Council Resolution No. 16-219.
- c. Upon initial appointment to the Program, Capital City Fellows will be placed at a pay level within the ES Schedule determined by the Director, DCOP.
- d. Individuals first hired by the District government as Capital City Fellows **on or after July 2006** will be paid at a salary of \$50,000 during their first (1st) year in the Program, or at whatever salary subsequently determined by the Director, DCOP. In their second (2nd) year in the Program, and contingent upon satisfactory completion of the first (1st) year of the Program, these employees will receive a salary increase of 4%.
- e. Current District government employees selected for the Program **on or after July 2006** will continue to be paid their salary at the time of appointment to the Program, or \$50,000, whichever is greater. In their second (2nd) year in the Program, and contingent upon satisfactory completion of the first (1st) year of the Program, these employees will receive a salary increase of 4% (that is, their first (1st) year salary plus 4%).
- f. Capital City Fellows are eligible for health benefits, life insurance, and annual and sick leave accrual.

9. Domicile Requirement

- a. Each Capital City Fellow is required to be a domiciliary of the District of Columbia at the time of appointment, or become a domiciliary of the District of Columbia within 180 days of appointment, and must maintain District domicile for the duration of the appointment.
- b. Failure to maintain District domicile for the duration of appointment will result in forfeiture of employment.

10. Responsibilities

- a. Program Manager:
 - (1) Provide information about the Program;
 - (2) Coordinate agency participation in all phases of the Program;
 - (3) Monitor the application, interview and selection processes for the Program;

- (4) Determine the placements of Capital City Fellows with participating District government agencies;
- (5) Establish initial salary levels for Capital City Fellows in accordance to this issuance and submit appropriate documents for salary increases for Capital City Fellows beginning their second year of the program; and
- (6) Establish program-related goals for each Capital City Fellow for inclusion in their performance plan. *See* Chapter 14 of the regulations, Performance Management.

b. Employing Agencies

- (1) By **March of each year**, agencies interested in hosting a Capital City Fellow (or Fellows) must submit to the DCOP a request for placement. Each agency is required to provide proof of the availability of funding to absorb the placement of Capital City Fellows to full-time positions and the ability to pay the initial salary and any subsequent salary increases.
- (2) Each agency is required to enter into a Memorandum of Understanding with the DCOP specifying the requirements for participation in the Program.
- (3) Agencies must agree in writing to grant Capital City Fellows administrative leave so they can attend approved Program-sponsored activities.

c. Capital City Fellows

- (1) During the two-year (2-year) Program, each Capital City Fellow is expected to actively participate in the development of his or her own learning, career development, and advancement.
- (2) Attendance at and active participation in all scheduled professional development activities are mandatory. Professional development activities include meetings and training activities scheduled by the CWD and any agency-sponsored seminars and other skills building workshops, as required by a supervisor. Capital City Fellows must provide the DCOP Program Manager advanced notice if they are unable to attend scheduled meetings or training. Capital City Fellows with poor attendance at mandatory training activities may be denied salary increases, or terminated from the Program.

11. Performance Evaluation

Capital City Fellows will be rated in accordance with the provisions of Chapter 14 of the regulations, Performance Management.

12. Termination from the Program

- a. A Capital City Fellow may be terminated from the Program at any time.

- b. The Program Manager will prepare a written recommendation for each termination action.
- c. A Capital City Fellow being terminated from District government service is entitled to receive a written notice of at least fifteen (15) days prior to the effective date of the termination.
- d. Terminations from the Program are not grievable or appealable.

Lisa R. Marin, SPHR
Director of Personnel

