

A Message from the Director

DCHR Team:

June marks the official beginning of summer, and we are gradually approaching the end of the fiscal year and other important deadlines. As the agency responsible for setting some of these deadlines, we should set the example by always meeting or exceeding them.

I want to thank those of you who have completed your **Performance Plans**. This is a critical step in evaluating employees and helping them reach their professional goals.

All DCHR employees are encouraged to attend the **Cultural Competency and Language Access training** being held this summer. This course provides insight into language barriers and cultural differences. The next scheduled course is July 10, 2012. See David Ramirez for more information.

Keep these other important training sessions and dates in mind this summer: **GLBT Cultural Competency Training** (required for MSS by Sept. 30, 2012); and **Ethics Standards Training** (required for all employees by Dec. 31, 2012).

This month, I attended the **2012 Society for Human Resource Management (SHRM) Conference and Exposition** in Atlanta, Georgia, where I had the opportunity to speak to many different HR executives around the country. Jim Collins, author of *Good to Great* and one of the keynote speakers, highlighted a 'people first, strategy second' ideology pertaining to how executives should run their businesses. Collins began his speech by telling everyone that "the single most important strategic pillar of any great enterprise is people". I agree with his statement and know that DCHR will continue to do great things due to the fact that we have great people working here.

As always, if you have any questions or concerns, please contact your manager or myself.



Shawn Y. Stokes
Director

Administration News

Supreme Court Upholds Health Care Act

The U.S. Supreme Court's ruling upholding the health care law championed by President Barack Obama reignited an intense debate, with Democrats celebrating millions of Americans getting access to insurance while Republicans railed against what they contend is a dangerous expansion of government.

Thursday's narrow [5-4 ruling was a victory for Obama](#), causing elation at the White House, according to an administration official.

"Today's decision was a victory for people all over this country whose lives are more secure because of this law," Obama said in a televised White House statement.

The most anticipated Supreme Court ruling in years allows the government to continue implementing the health care law, which was passed in 2010 but doesn't take full effect until 2014. That means popular provisions that prohibit insurers from denying coverage for pre-existing medical conditions and allow parents to keep their children on family policies to the age of 26 will continue.

MAP Launches Audit Program

DCHR's Measurement, Analysis, and Planning (MAP) team has announced the start of the DCHR Audit Program! The DCHR Audit Program was vetted with a small group of Agency HR Advisors during the latter part of May and was approved by the DCHR Director in June. The Audit Program stems from DCHR's commitment to working with agencies to ensure compliance with rules and regulations that govern HR policies and procedures. Our goal in implementing this program is to drive efficiencies and improve business processes where needed. The outcome gained is that all agencies will be doing the right thing, the right way and that remains the norm.

The audits are risk-based and will be conducted in the field and/or electronically. For the remainder of the fiscal year, the MAP team will be auditing Vacancy Announcements, Hires/Rehires, Merit Staffing Case Files, and Terminations. Advance notice will be given and agency heads will be asked to identify a point of contact to work with the MAP team throughout the audit process.

DCHR's MAP team members include: Kena Cofield, *Supervisory MAP Specialist*, Herbert Casey, *MAP Specialist*, Nathan Head, *Program Analyst*, and Emily O'Connor, *Program Analyst*. The MAP team can be reached via email at dchr.map@dc.gov. DCHR's MAP team looks forward to partnering with your agency during this process!

Legal Team Begins DPM Revisions

DCHR has implemented the District Personnel Manual (DPM) Review Project. The goal of the project is to conduct a detailed review of the current regulations contained in the DPM, and incorporate both technical and substantive revisions, if necessary. The DPM project teams, which will consist of Policy staff as well as staff designated by specific District governed agencies, will review corresponding laws, Mayoral Orders and issuances will also be evaluated for accuracy and draw the appropriate nexus between related provisions.

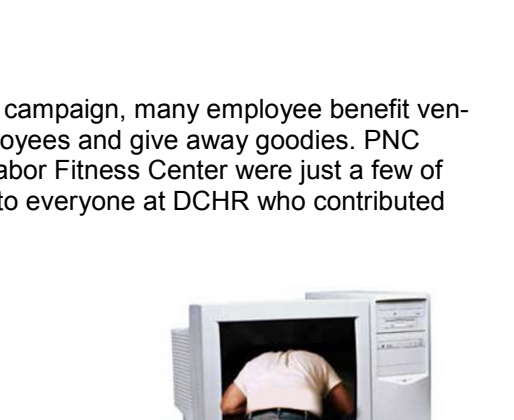
For more information on the DPM Review Project, see E-DPM Instruction No. 1-2. Implementation of the District Personnel Manual Review Project, dated March 21, 2012, on DCHR's website at www.dchr.dc.gov under the "District Personnel Manual" link.

DCHR host new SYEP interns

DCHR is hosting more than 25 interns from the District Summer Youth Employment Program (SYEP). These interns, ranging in ages from 18 to 21, will be in the office for six weeks throughout the summer. Each division of DCHR will have approximately three to five SYEP interns to assist with the various business operations of each group. If you happen to see one of these interns, make sure to greet and wish them well during their time here!

Summer Wellness Kickoff Event

On Wednesday, June 27, DCHR and the Department of Health joined together for the Summer Wellness Kick-off Event that was held at One Judiciary Center in the Old Council Chambers. *Wellness Wednesdays* are held every fourth Wednesday of the month. This month DOH announced the Districts' Ask for the Test campaign. The three-month campaign centers around HIV education and testing. DCHR issued a [bulletin](#) that allows employees two hours of administrative leave to attend training (one hour) and get tested for HIV (one hour) if they wish to participate.

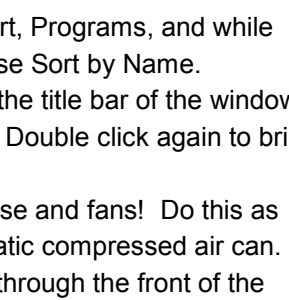


In addition to the launch of the Ask for the Test campaign, many employee benefit vendors were onsite to provide information to employees and give away goodies. PNC Bank, ING, SunTrust, and the Department of Labor Fitness Center were just a few of the vendors at the event. A special 'thank you' to everyone at DCHR who contributed to the success of this event!

The IT Corner

Helpful IT Tips for June

DCHR's IT team has been servicing our agency tirelessly, and this month the IT corner will be offering advice on computer maintenance during the summer weather. Computer



1. If you hold the shift key down when deleting a file, it bypasses the recycle bin. Control+Z will still bring it back.
2. To see how much hard drive/hard disk space you have left, do this: Double click My Computer. right mouse click on your C drive (or any hard drive) and chose properties.
3. Alphabetize the items in your start menu by clicking Start, Programs, and while hovering over any program, right mouse click and choose Sort by Name.
4. You can quickly maximize a window by double clicking the title bar of the window. This is the big long blue area at the top of your window. Double click again to bring it back to the size it was prior to maximizing.
5. Cooling - make sure you blow out the dust from your case and fans! Do this as often as you change the oil in your car, using an anti-static compressed air can. Most computers have only one single fan to blow air in through the front of the case, past the hard drive(s) and out the exhaust vent in the back of the case.
6. Avoid Prolonged Exposure to Intense Heat and Cold: When you park your car out-side in the summer, the temperature inside your car can reach 150 degrees Fahrenheit or more. Leaving a battery-powered device in your extremely hot car for more than about 2 hours can not only permanently shorten the battery's life but also damage other parts of the device, including the LCD screen, the plastic case, and the glue holding it together. Cold temperatures down to about 20 degrees for up to two days can temporarily affect a battery's ability to hold a charge, but it will usually recover once it warms up again. Even lower temperatures or longer durations can cause unrecoverable damage to the battery as well as other parts of the device.

June 2012

The Star provides employees with DCHR news and information via e-mail. If you would like to submit a story or information, please send your content to your team's newsletter point of contact or to [Richan Gaskins](mailto:Richan.Gaskins@dc.gov).

HR Advisors' Corner

The following information is for HR Advisors. If you have any questions, please contact HR Specialists, [Nicole Cook](mailto:Nicole.Cook@dc.gov) or [Troy Higginbotham](mailto:Troy.Higginbotham@dc.gov).

Emergency Contact

Have you checked your personal information in PeopleSoft recently?

For your own well-being, make sure that your emergency contact information is up to date.

Your emergency contacts will be notified in the event of any incidents or emergency that happens while at work, so its important to keep that information updated.

Log in to PeopleSoft and go into 'Personal Information' to make the necessary changes.

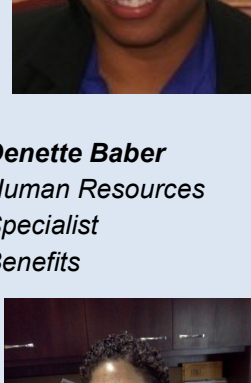
Changes in HR Service Requests for Designated Agencies

For certain agencies, changes have been made regarding their DCHR representative for handling HR related requests. Career Service processing for the following agencies will now be handled by the DCHR Recruitment and Staffing Division:

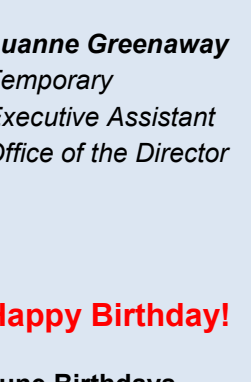
- Justice Grants Administration
- Office of Risk Management
- Office of Victim Services
- Office on Asian and Pacific Islander Affairs
- Office on Latino Affairs
- Office of Boards and Commissions
- D.C. Taxicab Commission
- D.C. Office on Aging
- D.C. Sentencing and Criminal Code Revision Commission

All related Executive and Excepted Service actions will continue to be handled by the Office of the Director. If you have any questions or require additional information, please call (202) 442-9700.

Welcome to DCHR



Denette Baber
Human Resources Specialist
Benefits



Luanne Greenaway
Temporary Executive Assistant
Office of the Director

Happy Birthday!

June Birthdays

- Jeanetta Johnson
- Carla Gadsden
- Kena Cofield
- Kelley Knowles
- Nicole Cook
- Mamadou Samba
- Aishah Mills
- Alex McCray
- Asha Bryant
- Andre Swann
- Emily O'Connor
- Aida Gueye
- Christina Jackson

Links

dchr.dc.gov

[DCHR Intranet](#)

[Employee Benefits](#)

[Training and Development](#)

[Employment Opportunities](#)

[Employee Self Service](#)

[find us on facebook](#)

[follow us twitter](#)

