

## A Message from the Director

DCHHR Team:

This March, I had the pleasure of being a speaker at the Department of Insurance, Security and Banking's Women's History Month Celebration. I was extremely humbled to be asked to speak and it gave me a chance to positively represent our agency! In fact, this event was such a success that I think that DCHHR should hold monthly brown bag events similar to DISB's event. It would be a good time for all of us at the agency to fellowship and engage in activities outside of our normal work schedule. So if there are any ideas you want me to hear, please contact Richan Gaskins.

We've all been busy during the last month, and I appreciate everyone's efforts. I'd like to highlight the Business Process Improvement (BPI) Team for their work on reviewing and launching a new audit program. Led by Kena Cofield, the team will begin this May to conduct audits of the HR practices within other agencies. The program will take a holistic approach to reviewing and recommending HR processes to ensure that all agencies are using similar practices. The BPI team's work will help the District government strengthen its HR processes.

At our last all hands meeting, we recognized the three shining stars — the *Employees of the month* for January, February, and March. I want to once again take time to thank Angela McNair, Denise LaRue, and Robin Brown for their exceptional work and dedication to this agency. We applaud your accomplishments and hope that you all serve as the standard in employee excellence.

I want to thank David Ramirez from Workforce Development for facilitating an Ethics Training for the Mayor's Chief of Staff's office. The students were very pleased with the training and are now well informed of the government's ethics principles.

I also want to welcome our new deputy director Kimberly Williams. I am excited to have her here. Welcome, Kimberly!

As always, if you have any comments, suggestions or concerns, please feel free share them with your supervisor or with me.

Shawn Y. Stokes  
Director

## Administration News

## Professional Development Courses — on us!

### Two Courses for You – at no cost!

- In fact, all D.C. Government employees can receive **two courses at no cost!**
- Classes are available **online** for your convenience!
- Receive **continuing education units** (CEUs) for completing the courses!
- Choose from 21 courses in **Project Management, Writing and Communication, Technology, and more!**

<http://www.ed2go.com/cedchr-pro/>

### Get started today!

Visit the  
**DCHHR**  
e-Learning  
Portal  
to begin!

**For Registration inquiries, contact:**

Amanda Olivares, Program Manager, Community College in D.C., Continuing Education, 801 N. Capitol Street, NE, Washington, D.C. 20001, (202) 274-5536, [aolivares@udc.edu](mailto:aolivares@udc.edu).

Questions about DCHHR Workforce Development programs?

Send inquiries to: [dchr\\_wda1@dc.gov](mailto:dchr_wda1@dc.gov)

## DCMR Online Review

Did you know you can review online the current provisions contained in the D.C. Municipal Regulations (DCMR) for District government agencies?

While the D.C. personnel regulations in the District Personnel Manual are available on DCHHR's website, the DCMR, which is a comprehensive compilation of all District rules and regulations, is accessible at the **D.C. Municipal Regulations and Register** website maintained by the Office of the Secretary at [www.dcregs.dc.gov](http://www.dcregs.dc.gov).

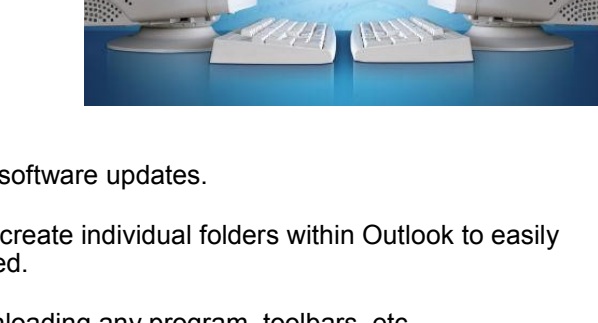
Through the website, users can search the regulations in the DCMR by title, by agency name, by chapter number, and by rule number. In addition to the rules, employees can also view and print current and past publications of the *D.C. Register* (the official publication for giving notice to the public of rules and regulations and other items of general interest) and Mayoral Orders issued as far back as the 1970s.

As a DCHHR employee, if you need assistance navigating the site, contact the Policy Unit at (202) 727-1523.

## Get a Healthy BUZZ!

Coming on March 19, The Mobile Wellness Coach will be available for D.C. Government employees!

The Mobile Wellness Coach is now an excellent source of health information and inspiration. Available daily right on your phone, its well-ness wherever! Get ready for a fun and interactive mobile program, all designed to help you manage your health care goals.

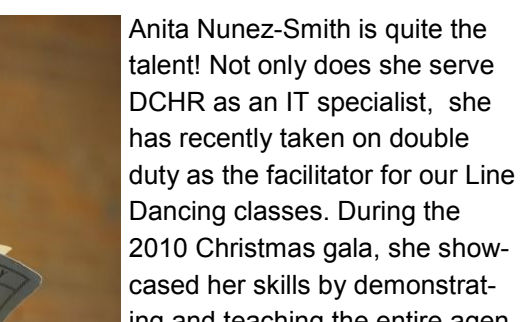


You don't need to be a Kaiser Permanente member to sign up—**TEXT 'COACH' to 39044 TO GET STARTED!** Get great tips, jokes, recipes, and more!

Visit [kp.org/midatlantic](http://kp.org/midatlantic) for more information.

## The IT Connection

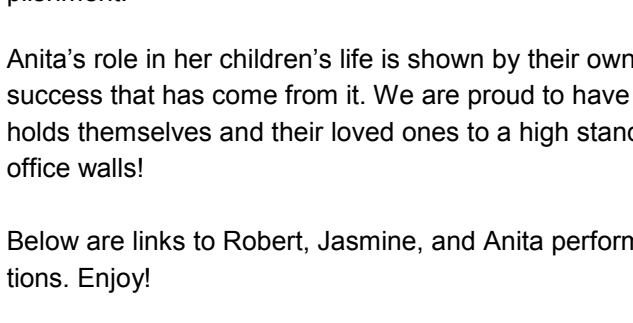
Our IT department is a cornerstone to the agency, and has serviced us through our frequent technological changes. Now, every month they will give us important and helpful tips on how we can properly maintain our computers. For more information from the IT Department, please contact [DCHHR.IT@dc.gov](mailto:DCHHR.IT@dc.gov).



### Helpful IT Tips for March

- Conduct frequent Windows and software updates.
- Archive e-mails to save space—create individual folders within Outlook to easily locate once they've been archived.
- Confer with IT team before downloading any program, toolbars, etc.
- Update McAfee AntiVirus on a monthly basis.
- Run System Scan on your computer every few months ([http://www.ehow.com/how\\_5645016\\_run-full-system-scan.html](http://www.ehow.com/how_5645016_run-full-system-scan.html))
- Clean temporary files/cookies (<http://antivirus.about.com/od/securitytips/ht/iecache.htm>).

## All In the Family



Anita Nunez-Smith is quite the talent! Not only does she serve DCHHR as an IT specialist, she has recently taken on double duty as the facilitator for our Line Dancing classes. During the 2010 Christmas gala, she showcased her skills by demonstrating and teaching the entire agency several new line dances. Her passion for the arts does not stop with her, though. Her children, Robert and Jasmine, have both followed in the footsteps of their mother and entered into the world of performing arts with quite successful results.

Robert is a graduate of the Levine School of Music and currently a sophomore vocal performance major at Marshall University. He is an aspiring professional classical singer and has performed at events such as the 25th annual Outstanding Black High School Student-Scholars Weekend and has made a name for himself in the musical scene. So much so, that in March 2012 he was asked to sing with Marshall University's Chamber Choir on a twelve day concert tour to France, where they will be performing at a service in the Notre Dame Cathedral!

Jasmine Nunez is a third year student and mezzo-soprano singer at Oberlin Conservatory College. She, taking after her mother, is also a dancer at the Oberlin Dance Diaspora. Her unique, powerful voice has made her a star in several area concerts. Jasmine has even had the honor to perform in front of a nationally televised audience, as she sang the National Anthem at a Washington Nationals game! A noteworthy accomplishment!

Anita's role in her children's life is shown by their own dedication to their craft, and the success that has come from it. We are proud to have someone in the agency who holds themselves and their loved ones to a high standard inside and outside of these office walls!

Below are links to Robert, Jasmine, and Anita performing, respectively, at various functions. Enjoy!

<http://www.youtube.com/watch?v=fmcj1KhAUUc>

<http://www.youtube.com/watch?v=4PjqgqOVcUk>

<http://www.youtube.com/watch?v=tozyiYenJgM>

**March 2012**

The Star provides employees with DCHHR 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).

## HR Advisors' Corner

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

### Offer Letter Revisions

We encourage all HR Advisors to add the following language to all offer letters:

*"The provisions contained within this offer letter of employment supersede any written or verbal agreements, promise, or offer made to you prior to or following the effective date of this offer, regarding your employment in the position of (NAME POSITION) and (AGENCY)."*

### 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](http://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 DCHHR representative for handling HR related requests. Career Service processing for the following agencies will now be handled by the DCHHR 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.

### Domicile Requirement Reminder

All Executive and Excepted Service employees are reminded that they must submit their 15 required proofs of residency within 180 days of their appointment or confirmation date. Any Executive or Excepted Service employee who has not submitted their document proofs should contact the DCHHR Office of the Director at (202) 442-9600.

## Welcome to DCHHR

**Andrew Gerst**  
HR Specialist  
Policy

**Robert Clarke**  
HR Assistant  
Employee Benefits

**Isham Harvell**  
HR Assistant  
Employee Benefits

**Kelley Knowles**  
Resource Allocation Officer

**Willair St. Vil**  
HR Specialist, HR Development  
Workforce Development

**Kimberly Williams**  
Deputy Director

**Links**

[dchr.dc.gov](http://dchr.dc.gov)

[DCHHR Intranet](#)

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[Training and Development](#)

[Employment Opportunities](#)

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DC Department of Human Resources