

DC DEPARTMENT OF HUMAN RESOURCES**COVID-19 Emergency Hiring Guidance
For Positions under the Authority of the Mayor**

The health and safety of our workforce, residents, and visitors are our top priority. As a local government, we must meet the needs of our constituents as this situation surrounding novel coronavirus/COVID-19 continues to develop. To that end, below is a brief outline of the identified appointment types we can engage in during this state of emergency.

Special Appointments:

- Agencies can use Special Appointments in the Excepted Service for professional, scientific, or technical experts or consultants (consult with the Mayor's Office of Talent and Appointments)
- Pay range is \$36k to \$235k
- Appointments are non-competitive, indefinite, and/or at-will
- Must be a District resident (or become one within 180 days of appointment)
- Can be appointed at any Grade

Temporary and Term (Not to Exceed Appointments):

- Can be appointed non-competitively at Career Service Grades 12 and below
- For residents and non-residents
- Temporary appointments are for 12 months or less
- Term appointments are for 13 months and can be extended for up to 4 years

Emergency Appointments:

- These appointments are non-competitive, and time limited to a maximum of 60 days
- Initially appointed for up to 30 days, which may be extended an additional 30 days
- Salary range is up to \$200k
- For residents and non-residents
- Can be appointed at any Grade

Agencies should consider the below when deciding to use the above appointments:

- How many positions are you interested in filling?
- How many vacancies are there for each position?
- What grade and salary are you offering to the candidates?
- Do you already have persons in mind for all of these positions?
- Be prepared to document the emergency need of the position?
- Depending on how the new hire was onboarded, it may be necessary to immediately begin internal recruitment to move them into a different service or appointment type

If you're interested in using any one of the appointment types above during the COVID-19 declared emergency, please contact the Associate Director for Recruitment and Placement, Dr. Keisha Hawkins at Keisha.hawkins@dc.gov or (202) 794-0225, or Supervisory HR Specialist Zondie Pendarvis at Zondie.pendarvis@dc.gov or (202) 340-4067.