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 of 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.