

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

DPM Instruction No. 8-52 & 38-11

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 8

SUBJECT: Establishment of *Applicant Pool*

Date: March 18, 2008

1. Purpose

The purpose of this District Personnel Manual (DPM) instruction is to provide information to agencies and employees on the newly established *Applicant Pool*.

2. General

- a. The D.C. Department of Human Resources (DCHR) has established an *Applicant Pool* as a tool for the competitive recruitment of positions in the Career Service and Management Supervisory Service (MSS) in agencies under the personnel authority of the Mayor identified as "*high-turnover*," "*hard-to-fill*," "*technical*," or "*professional*," for which a ready pool of qualified applicants may be maintained to meet the recruitment needs of these agencies for such positions more expeditiously.
- b. All vacancy announcements/requisitions under the *Applicant Pool* will be open continuously for a period of no less than 6 months and not to exceed 1 year.
- c. Vacancy announcements for positions in the *Applicant Pool* will be posted on the:
 - DCHR website;
 - USA Jobs website;
 - Department of Employment Services;
 - Professional journals, as appropriate; or
 - Various HR newsletters, websites, etc.
- d. Individuals may apply for consideration by submitting a D.C. 2000 Employment Application (or résumé) and responding to the ranking factors.

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 employee under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, §1.3]

Inquiries: Workforce Recruiting Administration, DCHR (202) 442-9700

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

Retain Until Superseded

- e. All employment applications received for *Applicant Pool* positions will be evaluated to determine whether applicants meet the minimum qualifications requirements and competencies for the position. If qualified, applicants will be referred for employment consideration as vacancies occur.
- f. Individuals who apply under an *Applicant Pool* vacancy announcement/requisition will be given a receipt acknowledging that their application has been received, and informing applicants that they will be notified of the results of the evaluation and disposition of their application. The acknowledgement should also inform applicants of the closing date of the applicant pool vacancy announcement for the particular position.
- g. Applications received will be maintained on file until the closing date of the applicant pool vacancy announcement/requisition for the particular position.

3. Positions Designated for the *Applicant Pool*

The following positions are currently part of the *Applicant Pool*:

- Civil Engineer, Series 810 – Grade Levels 11, 12, and 13
- Clerical Assistant (OA), Series 303 – Grade Levels 5, 6, and 7
- Electrical Engineer, Series 850 – Grade Levels 11 and 12
- Environmental Engineer, Series 819 – Grade Levels 9, 11, 12, and 13
- General Engineer, Series 801 – Grade Levels 9, 11, 12, and 13
- Hearing Examiner, Series 930 – Grade Levels 11 and 12
- Information Technology Specialist, Series 2210 – Grade Levels 9, 11, 12, and 13
- Investigator, Series 1810 – Grade Levels 9, 11 and 12
- Mechanical Engineer, Series 830 – Grade Levels 9, 11, 12, and 13
- Staff Assistant, Series 301 – Grade Levels 9 and 11

4. Requests for Designation of Positions for the *Applicant Pool*

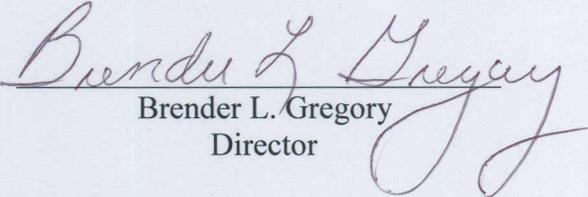
- a. Subordinate agencies may submit a request to the Associate Director, Workforce Recruiting Administration, DCHR, to designate additional positions for the *Applicant Pool*. The form attached, *Request for Designation of Position for the Applicant Pool* has been designed for that purpose.
- b. The request must include basic information about the position and a written justification.

5. **Form**

The *Request for Designation of Position for the Applicant Pool* must be submitted with each request for a position in the Career and Management Supervisory Services.

6. **Effective Date**

This instruction is effective immediately.


Brender L. Gregory
Director

Attachment: *Request for Designation of Position for the Applicant Pool* Form

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. DEPARTMENT OF HUMAN RESOURCES**

REQUEST FOR DESIGNATION OF POSITION FOR THE *APPLICANT POOL*

1. POSITION TITLE, PAY PLAN, SERIES, AND GRADE LEVEL(S):

_____.

2. COMPETENCIES FOR THE POSITION (INCLUDE POSITION DESCRIPTION):

_____.

3. JUSTIFICATION FOR REQUEST:

_____.

REQUEST MADE BY:

Agency Representative

Date

APPROVED

DISAPPROVED (Reason: _____

_____).

Associate Director for WRA (or Designee)

Date