

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

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District Personnel Manual Issuance System

E-DPM Instruction No. 9-39

SUBJECT: Capital City Fellows Program

Date: April 13, 2012

NOTE: This instruction supersedes DPM Instruction No. 9-22, *same subject*, dated June 14, 2006.

1. Purpose

The purpose of this instruction is to provide: (1) general information on the Capital City Fellows Program ("Program"); and (2) the guidelines for participation in the Program.

2. Authority

D.C. Official Code § 1-609.04(6); Chapter 9 of the D.C. personnel regulations, Excepted Service, and Chapter 14 of the regulations, Performance Management.

3. Program Overview

- a. The Program was established in 1999 as a means for attracting recent graduates of master's degree programs in **public administration, public policy, urban planning, and related fields**, to work for the District government.
- b. The purpose of the Program is to expose its participants to a wide range of governmental operations in a relatively short period of time. Participants are expected to be involved in the design, implementation, monitoring and evaluation of assigned projects.
- c. Candidates apply and compete for two-year (2-year) fellowship appointments working in various District government agencies.
- d. Each Capital City Fellow selected for the Program will work in four (4) different District government agencies over the course of the two-year (2-year) Program, consisting of four (4) six-month (6-month) rotations. Exceptions can be made to this policy for budgetary reasons.
- e. Among the objectives of the Program is to expose Capital City Fellows to as many facets of District government operations as possible.

Note: E-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 employees under their respective jurisdictions.

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

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

Retain Until Superseded

- f. The Program is administered by the Workforce Development Administration (WDA) within the D.C. Department of Human Resources (DCHR). Staff within the WDA is responsible for coordinating all aspects of the Program, including all placements, salary determination and administration.
- g. Placements to the Program are based on the needs of the participating agencies as well as the experience, skills and preferences of each Capital City Fellow. Every effort will be made to accommodate the placement preferences of participants.
- h. New Capital City Fellows begin their service in **October of every year.**

4. Eligibility Criteria

- a. To participate in the Program, a candidate must:
 - (1) Be a recent university graduate with an earned master's degree and a 3.5 or higher GPA; and
 - (2) Have earned his or her master's degree within two (2) years prior to the October start-date ("recency of degree requirement"). For example, a Capital City Fellow starting the Program in October of 2012 must have earned his or her master's degree between October 1, 2010 and October 1, 2012.
- b. The recency of degree requirement may be waived for any of the following reasons:
 - (1) The candidate earned his or her master's degree prior to the recency of degree requirement and is currently enrolled in a doctoral or post-doctoral program; or
 - (2) The candidate earned his or her master's degree prior to the recency of degree requirement, but within seven (7) years prior and has exhibited significant commitment to the District government or other local governments through paid or voluntary work.
- c. An individual who anticipates earning his or her master's degree after the October-start date will not be considered for the Program.
- d. A District government employee may apply to the Program; provided that, at the time of application, the employee meets the eligibility criteria as outlined in this section.
- e. A **Career Service permanent employee** selected to the Program will no longer have Career Service job protection rights upon acceptance of the appointment and conversion to the Excepted Service as a Capital City Fellow. Appropriate staff within the WDA must so inform the employee, and ensure that the employee understands this provision and completes a statement to that effect.

5. Application Process

- a. Individuals applying to the Program must complete the on-line emerging leaders application on the DCHR website at www.dchr.dc.gov, click under the link “Emerging Leaders Program.” All applications must include the following:
 - (1) Official graduate transcripts;
 - (2) Résumé; and
 - (3) Two (2) letters of reference (one academic and one professional).
- b. Selected individuals must complete a D.C. 2000 Employment Application.
- c. The documents listed in section 5a above must be received by the designated due date either electronically or by mail to the following address:

Capital City Fellows Program
D.C. Department of Human Resources
441 4th Street, N.W., Suite 330 South
Washington, D.C. 20001
Email: capcity.fellows@dc.gov

6. Interview Process

- a. As part of the selection process, a committee reviews all applications and determines which candidates will be invited to an **all-day interview session** held in June of each year prior to the start of the October Fellowship.
- b. Candidates are required to participate in the all-day interview session and must travel to the interview at their own expense.
- c. The committee evaluates applicants based on an individual interview, a group exercise, and a writing exercise.

7. Selection Process

- a. Each applicant will be assessed and ranked based on the following:
 - (1) Academic records;
 - (2) Strength of the application submitted;
 - (3) Leadership potential;
 - (4) Potential for future professional growth; and
 - (5) Commitment to public service.

- b. Selected candidates will be notified in writing each year not later than **August 31st** of each year.

8. Type of Appointment, Salary and other Benefits

- a. Capital City Fellows are appointed to the Excepted Service. A person appointed to a position in the Excepted Service serves in an “at-will” capacity; does not acquire permanent career status; and may be terminated at any time, with or without a stated reason, as provided in Chapter 9 of the regulations, Excepted Service.
- b. Capital City Fellows are paid from the Excepted Service Pay Schedule (“ES Schedule”).
- c. Upon initial appointment to the Program, Capital City Fellows will be placed at a pay level within the ES Schedule determined by the Director, DCHR.
- d. Individuals first hired by the District government as Capital City Fellows **on or after July 2006** will be paid at a salary of \$50,000 during their first (1st) year in the Program, or at whatever salary subsequently determined by the Director, DCHR. In their second (2nd) year in the Program, and contingent upon satisfactory completion of the first (1st) year of the Program, these employees will receive a salary increase of up to 4%.
- e. Capital City Fellows are eligible for health benefits, life insurance, and annual and sick leave accrual.

9. Domicile Requirement

- a. Each Capital City Fellow is required to be a domiciliary of the District of Columbia at the time of appointment, or become a domiciliary of the District of Columbia within one hundred eighty (180) days of appointment, and must maintain District domicile for the duration of the appointment.
- b. Failure to maintain District of Columbia domicile for the duration of appointment will result in forfeiture of employment.

10. Responsibilities

- a. Program Manager:
 - (1) Provide information about the Program;
 - (2) Coordinate agency participation in all phases of the Program;
 - (3) Monitor the application, interview and selection processes for the Program;
 - (4) Determine the placements of Capital City Fellows with participating District government agencies;

- (5) Establish initial salary levels for Capital City Fellows in accordance to this issuance and submit appropriate documents for salary increases for Capital City Fellows beginning their second (2nd) year of the program; and
- (6) Establish program-related goals for each Capital City Fellow for inclusion in their performance plan. *See* Chapter 14 of the regulations, Performance Management.

b. Host Agencies

- (1) DCHR maintains a budget for the program for a designated number of Fellows and host agencies. The number varies based on funding availability.
- (2) By **May 1**, agencies interested in hosting a Capital City Fellow (or Fellows) not funded through DCHR must submit to the DCHR a request for placement. Agencies will be required to provide proof of the availability of funding to absorb the placement of Capital City Fellows to full-time positions and the ability to pay the initial salary, fringe benefits, and any subsequent salary increases.
- (3) Each agency is required to enter into a Memorandum of Understanding with the DCHR specifying the requirements for participation in the Program.
- (4) Agencies must agree in writing to grant Capital City Fellows administrative leave so they can attend approved Program-sponsored activities.

c. Capital City Fellows

- (1) During the two-year (2-year) Program, each Capital City Fellow is expected to actively participate in the development of his or her own learning, career development, and advancement.
- (2) Attendance at and active participation in all scheduled professional development activities are mandatory. Professional development activities include meetings and training activities scheduled by the WDA and any agency-sponsored seminars and other skills building workshops, as required by a supervisor. Capital City Fellows must provide the Program Manager advanced notice if they are unable to attend scheduled meetings or training. Capital City Fellows with poor attendance at mandatory training activities may be denied salary increases, or terminated from the Program.

11. **Performance Evaluation**

Capital City Fellows will be rated in accordance with the provisions of Chapter 14 of the regulations, Performance Management.

12. Termination from the Program

- a. A Capital City Fellow may be terminated from the Program at any time.
- b. The Program Manager will prepare a written recommendation for each termination action.
- c. A Capital City Fellow being terminated from District government service is entitled to receive a written notice of at least fifteen (15) days prior to the effective date of the termination.
- d. Terminations from the Program are not grievable or appealable.


Shawn Y. Stokes
Director