



**D.C. Department of Human Resources**

**GENERAL INFORMATION GUIDE**

# **Competitive/Non-Competitive Recruitment**

**[Replacement to the “*Merit Staffing Plan*”]**

**April 2013**



**Government of the District of Columbia  
Vincent C. Gray, Mayor**

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***COMPETITIVE/NON-COMPETITIVE RECRUITMENT***  
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## DISCLAIMER

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This *Competitive/Non-Competitive Recruitment General Information Guide (Guide)* was developed to provide general information on competitive recruitment procedures.

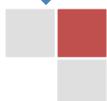
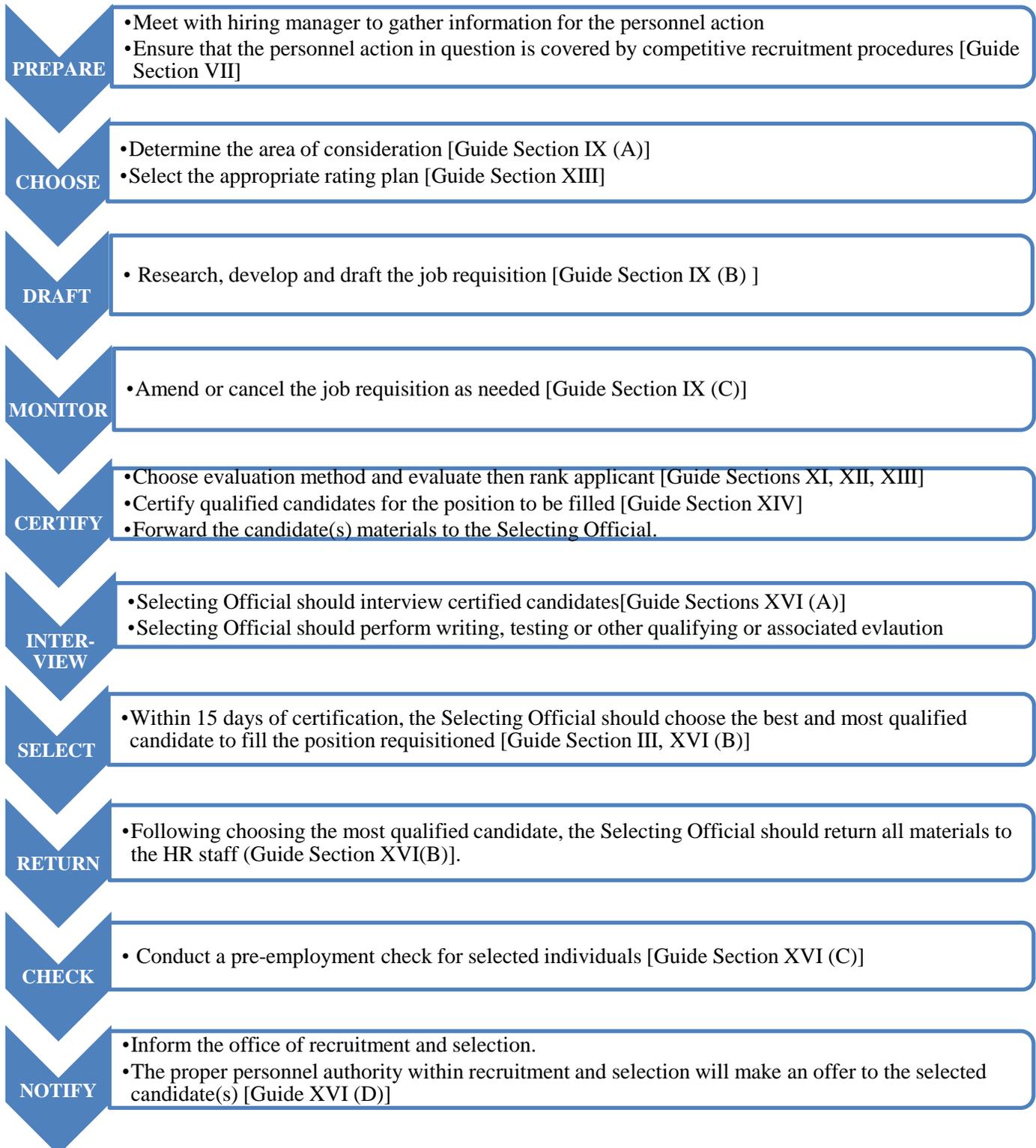
This *Guide* is not intended to replace or substitute any provision of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (CMPA) (D.C. Official Code § 1-601.01 *et seq.*), or the D.C. Personnel Regulations (Title 6 of the District of Columbia Municipal Regulations (DCMR)) contained in the District Personnel Manual (DPM). Each selecting/hiring official should consult with the agency's Human Resources Advisor or the D.C. Department of Human Resources (DCHR) on questions regarding any of the topics covered in this *Guide*.

The Director, DCHR, may revise, delete, or supplement any information contained in this *Guide* at any time at his or her sole discretion.

The District of Columbia Government is an Equal Opportunity Employer: all qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTE – In a unionized environment, it is strongly recommended that HR staff regularly cross-reference the applicable Collective Bargaining Agreement (CBA) for positions represented by a collective bargaining unit, to ensure compliance with any recruitment process provisions present within the CBA.**

## COMPETITIVE RECRUITMENT AT A GLANCE



**HR PERSONNEL** | This chart is a snapshot of the Competitive Recruitment process and is NOT intended to be your final source of proper protocols to successfully complete the recruitment process. **PLEASE CONSULT APPROPRIATE GUIDE SECTIONS** for a full discussion of required steps and actions.

## CHAPTER I INTRODUCTION AND APPLICABILITY

### A. Purpose

The purpose of the *General Information Guide on Competitive/Non-Competitive Recruitment (Guide)* is to provide the District of Columbia government employees and hiring community with updated information on competitive recruitment procedures. The Guide includes a new evaluation method that formally factors in panel interview scores of qualified candidates as part of the ranking process (before the selection certificate is prepared). See Section XIV of this *Guide*.

### B. Merit Staffing Plan

This *Guide* replaces the “*Merit Staffing Plan*” (*Plan*) contained in District Personnel Manual, Chapter 8, Career Service, Part II Appendix A.

### C. Competitive Recruitment for At-Will Status Management Supervisory Service

The MSS was established as an “*at-will service*,” however, pursuant to D.C. Official Code §§ 1-609.53 and 1-609.54, appointments to the Management Supervisory Service (MSS) “*shall be made on the basis of merit from the highest qualified applicants, based on specific job requirements.*” [The phrase “*on the basis of merit*” means appointments resulting from competitive procedures.] Accordingly, provisions within this Guide that apply to the competitive recruitment and placement of employees, shall apply to the recruitment of MSS, at-will, employees.

#### √ NOTE

While competitive recruitment applies to MSS employment, MSS employment is at-will. Therefore, certain entitlements (rights) mentioned Or discussed in this *Guide*, such as reinstatement and placement through priority consideration **DO NOT** apply to the MSS.

### D. Non-Competitive for processing Temporary Appointments Pending Establishment of a Register (TAPER) in MSS and Career Service; and non-competitive Term Appointments in the Career Service.

**E. Applicability**

The contents of this Guide apply to competitive and non-competitive recruitment and selection procedures conducted within subordinate agencies under the personnel authority of the Mayor. *See* Mayor’s Order 2012-28, Sub-Delegation and Delegation of Personnel Authority – Director, D.C. Department of Human Resources and Chief of Police, dated February 21, 2012. Because of the Order, all references to “*Human Resources (HR) representatives in subordinate agencies*” or “*personnel authority*” throughout this *Guide* refer either to **HR representative in the DCHR, or HR representatives (or other representatives) in any of the agencies delegated recruitment and selection personnel authority pursuant to Mayor’s Order 2012-28**, as applicable.

## **CHAPTER II COMPETITIVE RECRUITMENT LEGAL AND REGULATORY AUTHORITY**

It is the mission, of the DCHR to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce. HR representatives under the personnel authority of the Mayor of the District of Columbia shall:

- Fill each vacancy with the best qualified person available, while considering the immediate and long range needs of employing agencies;
- Provide equal opportunity in the appointment and advancement of candidates;
- Employ methods that are consistent with merit principles and the needs of the District government; and
- Take all personnel actions without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability.

*Legal authority:* D.C. Official Code § 1-608.01(a) (Career Service); D.C. Official Code § 1-608.01a (Educational Service); and D.C. Official Code § 1-609.53 (Management Supervisory Service).

*Regulatory authority:* Chapter 8 of the D.C. personnel regulations, Career Service; Chapter 36 of the regulations, Legal Service; and Chapter 38 of the regulations, Management Supervisory Service.

## CHAPTER III

# NON-COMPETITIVE RECRUITMENT LEGAL AND REGULATORY AUTHORITY

It is the mission, of the DCHR to strengthen individual and organizational performance and enable the District government to attract, develop, and retain a highly qualified, diverse workforce. HR representatives under the personnel authority of the Mayor of the District of Columbia shall:

- Ensure that each vacancy with the best qualified person available, while considering the immediate and long range needs of employing agencies;
- Provide equal opportunity in the appointment and advancement of candidates;
- Employ methods that are consistent with merit principles and the needs of the District government; and
- Take all personnel actions without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability.

*Legal authority:* D.C. Official Code § 1-608.01(a) (Career Service); D.C. Official Code § 1-608.01a (Educational Service); and D.C. Official Code § 1-609.53 (Management Supervisory Service).

*Regulatory authority:* Chapter 8 of the D.C. personnel regulations, Career Service; Chapter 36 of the regulations, Legal Service; and Chapter 38 of the regulations, Management Supervisory Service.

## **CHAPTER IV DEFINITIONS**

***Agency Reemployment Priority Placement Program (ARPP)***– Priority consideration program available for eligible Career Service employees who are issued a reduction-in-force (RIF) notice, and who are ultimately separated by RIF (hereinafter collectively referred to as “displaced employees.”)

***Area of Consideration*** – The area in which the agency makes an intensive search for eligible candidates in a specific recruitment action. The official designations to be used in this regard on job requisitions are as follows:

• Agency Wide
• Special Area
• District Government Wide
• Open to the General Public (Unlimited)

***Career Ladder*** – The successive grade levels through which an employee may advance to the full performance level of the position to which appointed or assigned. A career ladder provides progressively more responsible experience and non-competitive promotion potential for incumbents up to the designated full performance level. Career ladders are established for recruitment purposes and are based on a classification decision that sufficient work exists at the full performance level to support the grade. Employees may be promoted in it without further competition until reaching the full-performance level.

Although initial competition covers the entire career ladder, such promotions are not guaranteed.

The following requirements must be met each time a career ladder promotion is made:

1. The employee shall meet time-in-grade requirements (unless a waiver exception is submitted and approved by DCHR);
2. The employee shall meet the appropriate minimum qualifications requirement, including selective factors;
3. The employee shall have demonstrated to the satisfaction of the supervisor the ability to perform at the next higher level; and
4. There shall be a demonstrated need for the higher-level work to be performed.

**Categorical Ranking** – 1 of 3 classes of applicant eligibility established for a specific position vacancy.

<b><i>Not Qualified Candidates (NQ)</i></b>	→ Those individuals who do not meet the minimum qualifications requirements for the position.
<b><i>Qualified Candidates (Q)</i></b>	→ Those individuals who meet the minimum qualifications requirements for the position.
<b><i>Well Qualified (WQ)</i></b>	→ Those individuals that meet the minimum qualifications of the position and are proficient in some, but not all, of the requirements of the position.
<b><i>Highly Qualified (HQ)</i></b>	→ The highest ranked candidates available for certification when compared with other candidates for a vacancy.

**Continuing Position** – A permanent Career Service position; or a MSS position without limitation.

**Displaced Employees Program (DEP)** - Priority consideration program available for eligible Career Service employees who are issued a reduction-in-force (RIF) notice, and who are ultimately separated by RIF (hereinafter collectively referred to as “displaced employees.”)

**Evaluation Criteria** – The total set of standards used to rate and rank applicants for vacant positions. These include general and minimum qualifications, ranking factors, and various legal and administrative requirements.

**Group I Employees** – Employees who have completed probationary periods under Career Service (probational) appointments.

**Group II Employees** – Employees serving probationary periods under Career Service (probational) appointments and permanent employees in obligated as is refers to a position positions.

**Hiring Official** – The individual responsible for making a particular decision.

**Initial Appointment** – The first (1<sup>st</sup>) appointment, regardless of type, as a District government employee.

**Job Analysis** – The process used to obtain information about job classes, particularly duties and tasks, responsibilities, necessary qualifications, working conditions, and other aspects of the job that are necessary to perform the job effectively.

**Job Class** – Group of positions similar enough in their duties, responsibilities, and qualifications that they may be accurately placed under the same job titles and treated alike for purposes of HR administration.

**Knowledge, Skills, Abilities (KSAs)** – The knowledge, skills, and abilities necessary to perform job tasks.

<b>KNOWLEDGE</b>	→ Organized body of information usually of a factual or procedural nature which, if applied, makes adequate performance of the job possible
<b>SKILL</b>	→ A present observable competence to perform a learned psychomotor act
<b>ABILITY</b>	→ A present competence to perform an observable behavior or a behavior which results in an observable product

**Minimum Area of Consideration** – The agency or special area in which the vacant position exists.

**Minimum Qualifications** – “Pass-fail” type criteria which can be evaluated for all applicants on the basis of information obtained from the employment application.

**Open Competition** – Competition for a recruitment that is open to an area of consideration.

**Position (Job)** – A set of duties and responsibilities normally performed by a single employee.

**Position Description (Job Spec)** – Document that describes the major duties and responsibilities assigned to a position at a given time and is an official document which supports the rate of pay.

**Position Number** – Number used for control and other management processes.

**Priority Consideration** – A non-competitive process by which a Career Service employee may receive special consideration for merit staffing action as a result of compensable injury, restoration rights, administrative or procedural error, or reduction in force (RIF), etc. Employees eligible for priority are considered for placement in vacant Career

Service positions before any action is taken to promote employees or to hire by new appointment.

**Promotion Potential** – The highest grade to which a person may be promoted non-competitively. A promotion potential is assigned to the specific position and the employee does not retain the potential when moved to another position.

**Qualifications Analysis** – Evaluation conducted to determine whether an applicant meets the eligibility requirements for a position.

**Ranking Factors (RFs)** – Set of special qualifications criteria (KSAs) developed for a position, which exist in addition to the minimum qualifications and which are used to arrive at the categorical ranking of applicants for a specific position.

**Ranking Panel** – A group of persons knowledgeable in the requirements of the position being filled who convene to rate and rank eligible applicants for the position. Persons who are skilled in the evaluation of experience, education, and training may also serve on panels.

**Ranking/Crediting Plan** – The complete set of written criteria used in rating experience and training. The *Ranking/Crediting Plan*:

- Is the complete set of criteria used in rating experience and training
- Specifies how each *Ranking Factor (RF)* is measured, and must provide the guidelines for scoring the RFs.

**Selection** – Deciding whom to hire and whom to reject for a particular job.

**Selective Placement Factor (SPFs)** – KSAs or special qualifications that are in addition to or more specific than the minimum requirements in a qualification standard, but which are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a *SPF* are ineligible for further consideration.

### **IMPORTANT REMINDER**

- √ **In a unionized environment, it is strongly recommended that HR staff regularly cross-reference the applicable Collective Bargaining Agreement (CBA) for positions represented by a collective bargaining unit, to ensure compliance with any recruitment process provisions present within the CBA.**

## CHAPTER V

# ROLES AND RESPONSIBILITIES

### Tier 1 and 2 Agencies

The following are recruitment and selection functions and activities under **Tier I and II** agencies:

A. D.C. Department of Human Resources (DCHR), is responsible for:

- (1) Working collaboratively with each covered agency to resolve any recruitment and/or selection issues;
- (2) Providing technical assistance and guidance to both management officials and employees on all merit staffing matters;
- (3) Reviewing and making final determinations on covered agencies' request for superior qualifications appointments and salary exceptions, including promotions involving salary justifications; requests for payment of hiring bonuses; and request for additional income allowance;
- (4) Reviewing and making final determinations on covered agencies' written justifications for non-selection of residency preference candidate, requests for waiver of time-in-grade requirements;
- (5) Reviewing draft offer-of-employment letters (Submitted by the agencies prior to offer being made to candidates), and formal notifications to selectee;
- (6) Evaluating covered agencies' competitive recruitment plans periodically to ensure compliance with the objectives and procedural requirements of the plan;
- (7) Administering the Displaced Employee Program (DEP), and as needed, establishing and administering Applicant Pools for certain District government-wide non-technical/professional positions in covered agencies
- (8) Ensuring that staffing activities are in compliance with both the spirit and the letter of the District government's competitive recruitment principles;
- (9) Reviewing, analyzing and executing approved HR requests; and

- (10) Conducting pre-employment drug testing and pre-employment criminal background checks, traffic record checks, or both, for new hires in covered agencies in accordance with established laws and regulations.
- B. Subordinate agency heads, agency HR staff, managers, and supervisors are responsible for:
- (1) Supporting the spirit of the merit principles and fulfilling the procedural requirements of the competitive recruitment plan;
  - (2) Complying with the provisions of this *Guide*, including the principle of equal employment opportunity in filling vacancies;
  - (3) Ensuring that merit principles and requirements have been applied before effecting an action to fill a position, and for taking appropriate corrective action when violations of these principles and requirements occur;
  - (4) Ensuring that agencies' competitive recruitment plans conform to applicable competitive recruitment and selection rules in Chapter 8 of the D.C. personnel regulations;
  - (5) Creating and issuing offer-of-employment letters **following the receipt of approval from DCHR\***
  - (6) Preparing job requisitions for open competition recruitment, and ensuring that such announcements include information concerning the various residency requirements, qualifications requirements, selective/ranking factors, criminal background checks and traffic record checks, or both; drug and alcohol testing requirements, if any; equal employment statements, etc.;
  - (7) Posting vacancy announcements, and marketing and disseminating vacancy announcements of open positions using the DCHR website and other media/communication outlets, as appropriate;
  - (8) Evaluating applicants' credentials in accordance with the D.C. Personnel Regulations and procedures;
  - (9) Rating and ranking applicants using valid selection criteria and established qualifications standards followed by the DCHR, appropriately applying the residency preference and, where applicable, veterans preference;
  - (10) Developing selection certificates as applicable;

- (11) Conducting pre-employment inquiries, reference checks, and background checks/investigations for new hires and current employees in accordance with  
  
Chapter 4 of the D.C. Personnel Regulations, Organization for Personnel Management, and any other applicable laws or regulations;
- (12) Setting the salary for initial appointments, promotions, and other pay actions that do not involve superior qualifications or require a salary justification (i.e., initial appointments to the Career Service for which the salary would be set beyond the representative rate (step 4) for the grade), in strict accordance with the provisions of Chapter 11 of the D.C. Personnel Regulations, Classification and Compensation;
- (13) Submitting requests for superior qualifications appointments and other appointments, including promotions, that involve salary justifications (i.e., requests to set the salary for a Management Supervisory Service appointment beyond the midpoint range on the salary schedule); requests for payment of hiring bonuses; and requests for payment of additional income allowances (AIAs), to the Director, DCHR, for consideration for approval;
- (14) Establishing a process to acknowledge receipt of employment applications and their disposition and respond to applicants' complaints concerning recruitment and selection;
- (15) Preparing and maintain Merit Selection Case Files (MSCFs) for each position in the Career, Legal, and Management Supervisory Services filled thru open competition, as well as MSCFs for Temporary Appointments Pending Establishment of a Register (TAPER) and non-competitive term appointments in the Career Service;
- (16) In accordance with D.C. Personnel Regulations concerning reemployment priority programs, *e.g.* the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), obtaining clearance from DCHR ARPP/DEP Coordinator(s) before the advertisement thru open competition of positions subject to these programs; and
- (17) Resolving informal merit staffing-related complaints from employees.
- (18) Assisting selecting officials in establishing career ladders in their organizations.

## **ROLES AND RESPONSIBILITIES**

### **Tier 3 and MOU Agencies**

The following are recruitment and selection functions and activities under **Tier III agencies and agencies with memorandum of understanding (MOU)** with DCHR:

- A. D.C. Department of Human Resources (DCHR), as applicable, is responsible for:
- (1) Ensuring that agencies' competitive recruitment plans conform to applicable competitive recruitment and selection rules in Chapter 8 of the D.C. personnel regulations.
  - (1) Providing technical assistance and guidance to both management officials and employees on all merit staffing matters.
  - (2) Reviewing and making final determinations on covered agencies' request for superior qualifications appointments and salary exceptions, including promotions involving salary justifications; requests for payment of hiring bonuses; and request for additional income allowance;
  - (3) Reviewing and making final determinations on covered agencies' written justifications for non-selection of residency preference candidate, requests for waiver of time-in-grade requirements;
  - (4) Preparing job requisitions for open competition recruitment, and ensuring that such announcements include information concerning the various residency requirements, qualifications requirements, selective/ranking factors, criminal background checks and traffic record checks, or both; drug and alcohol testing requirements, if any; equal employment statements, etc.;
  - (5) Posting vacancy announcements, and marketing and disseminating vacancy announcements of open positions using the DCHR website and other media/communication outlets, as appropriate;
  - (6) Evaluating applicants' credentials in accordance with the D.C. Personnel Regulations and procedures;
  - (7) Rating and ranking applicants using valid selection criteria and established qualifications standards followed by the DCHR, appropriately applying the residency preference and, where applicable, veterans preference;
  - (8) Developing selection certificates as applicable;

- (9) Issuing offer-of-employment;
  - (10) Evaluating covered agencies' competitive recruitment plans periodically to ensure compliance with the objectives and procedural requirements of the plan;
  - (11) Administering the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), and as needed, establishing and administering Applicant Pools for certain District government-wide non-technical/professional positions in covered agencies
  - (12) Ensuring that staffing activities are in compliance with both the spirit and the letter of the District government's competitive recruitment principles;
  - (13) Evaluating agencies' competitive recruitment plans periodically to ensure compliance with the objectives and procedural requirements of the plan.
  - (14) Ensuring that staffing activities are in compliance with both the spirit and the letter of the District government's competitive recruitment principles.
  - (15) Resolving informal merit staffing-related complaints from employees.
  - (16) Providing employee counseling and training concerning the application of the competitive recruitment procedures.
  - (17) Ensuring that merit principles and requirements have been applied before effecting an action to fill a position, and for taking appropriate corrective action when violations of these principles and requirements occur.
- B. Subordinate agency heads, HR liaison staff in subordinate agencies, managers, and supervisors are responsible for:
- (1) Supporting the spirit of the merit principles and fulfilling the procedural requirements of the competitive recruitment plan.
  - (2) Complying with the provisions of this *Guide*, including the principle of equal employment opportunity in filling vacancies.

## CHAPTER VI

### TYPES OF PERSONNEL ACTIONS SUBJECT TO COMPETITIVE RECRUITMENT

A. The following personnel actions are subject to the competitive recruitment procedures covered in this *Guide*:

Type of Action	Applicable to Career Service Recruitment	Applicable to MSS Recruitment
<ul style="list-style-type: none"> <li>• Selection to a position with a higher grade level than the one currently held (Promotion)</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Selection to a position with an established promotion potential beyond (higher) that currently held</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Temporary reassignment of more than 120 days to a position with established promotion potential beyond (higher) that currently held</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Temporary promotion of more than 120 days</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Reinstatement to a position with greater promotion potential than the position last held under a non-temporary appointment</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Reassignment or demotion to a position with greater promotion potential than the position last held under a non-temporary appointment (excepted as permitted by reduction in force regulations)</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>• Temporary or Term appointments at grade level 13 or above</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Details to higher-grade positions or to positions at the same grade level with known promotion potential for more than 240 days</li> </ul>	Yes	Yes

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Type of Action	Applicable to Career Service Recruitment	Applicable to MSS Recruitment
<ul style="list-style-type: none"> <li>A transfer to a higher grade position or a position of the same grade level with a known promotion potential</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>Term Promotion</li> </ul>	Yes	Yes
<ul style="list-style-type: none"> <li>Initial appointment to an approved upward mobility training position</li> </ul>	Yes	N/A

- B. Any personnel action not listed in the *Table* above is not subject to competitive procedures.

## CHAPTER VII

# INITIATING AND SUBMITTING PERSONNEL ACTIONS FOR COMPETITIVE RECRUITMENT

### A. Talent Acquisition Management (TAM)

- (1) PeopleSoft's *Talent Acquisition Management (TAM)* is an online recruitment tool used to streamline the recruitment and selection process in filling District government positions. The *TAM* process automates the recruitment, referral, and notification process.
- (2) The *TAM* allows users to generate job requisitions; advertise vacancies on DCHR's website or other websites; accept applications via the internet; provide status updates to applicants via email; route applications; schedule interviews; manage applicant records; and perform other recruitment and selection related functions online.
- (3) Human Resources (HR) staff must conduct the following functions in *TAM* when recruiting a position through PeopleSoft:
  - a. Creating a Job Opening;
  - b. Approve a Job Opening;
  - c. Add paper and online employment applications;
  - d. Schedule applicant interviews;
  - e. Enter interview evaluation and final recommendation; and
  - f. Transition selected candidate to Manage to Hire status.

[Additional information on the *TAM* application may be found at [www.dcop.in.dc.gov](http://www.dcop.in.dc.gov) by clicking under the heading "*PeopleSoft Support Site.*"]

### B. Submission of Personnel Actions

- (1) When an agency identifies a vacancy to be filled competitively, the agency will submit a Recruitment Package identifying the type of action to be taken to DCHR via email at [dchr.recruitment@dc.gov](mailto:dchr.recruitment@dc.gov).
- (2) All job requisitions for Career Service positions (excluding temporary and term) will go through the Automated Priority Placement Program (Automated PPP) operated through the PeopleSoft for clearance.

If a *List of Eligibles* is generated via the Automated PPP for priority placement consideration\* the HR staff must conduct the qualification analysis for eligibility for the position.

\*For information on priority placement consideration, please refer to Chapter 8 of the regulations, Career Service.

**C. Priority Placement Consideration Categories and Referral Priority**

**(1) Category 1.**

- a. Veteran's restoration. An employee or ex-employee entitled to veteran's restoration rights, under federal law, after serving in the Armed Forces of the United States. For detailed information regarding restoration to duty, refer to section 827 of Chapter 8 of the regulations, Career Service.
- b. Compensable injury. An employee separated as a result of compensable injury who has been medically determined to be "fully recovered" after separation under the Public Sector Workers' Compensation Program. Entitlement to restoration is for a period of two years from the date compensation began. Such persons are entitled to priority consideration for reemployment in any position in the agency from which separated and for which he or she qualifies up to the grade level held at the time of separation. Selection is mandatory unless the individual declines a job offer. For detailed information regarding restoration to duty, refer to Chapter 8 of the regulations, Career Service.
- c. Court or other order. A person ordered to be placed by an administrative body (e.g., Office of Employee Appeals, Office of Human Rights), an arbitrator, or a court.

Priority placements from category 1 registers are mandatory and are to be effected in accordance with applicable laws, orders, or judgments.

**(2) Category 2.**

- a. Agency Reemployment Priority Register. An Agency Reemployment Priority Program (ARPP) register includes the names of agency's current and former employees in tenure groups I and II who have been separated from the District government due to a reduction in force. Each employee's name is entered automatically on the register for

referral for all positions for which qualified up to the grade level held at the time of separation or any lower grade acceptable to the employee. For detailed information regarding the agency reemployment priority placement program, refer to Chapter 24 of the regulations, Reduction in Force.

- b. Displaced Employee Program Register. The Displaced Employee Program (DEP) register includes the names of current and former employees in the Career Service in tenure groups I and II who have been separated from the District government due to a reduction in force. For detailed information regarding the displaced employee program, refer to Chapter 24 of the regulations, Reduction in Force.
- c. Placement or Promotion consideration. This register contains the names of employees entitled to placement or promotion consideration because of failure to adhere strictly to laws, regulations, or the personnel authority's personnel regulations. The nature and extent of actions to be taken in any case shall be determined on the basis of all the facts in the case, with due regards to the circumstances surrounding the violation, to the equitable and legal rights of the parties concerned, and to the interest of the District government. Such employees shall continue to receive priority consideration until referred on a certificate for a comparable position, or declines consideration for a comparable position, or is no longer available for consideration. For detailed information regarding placement or promotion consideration (violation and remedial actions), refer to Chapter 24 of the regulations, Reduction in Force.
- d. Re-promotion consideration. This register includes the names of employees who were demoted as a result of a reduction in force under chapter 24 or a classification action under chapters 11 and 16 of the regulations. Such individuals shall be entitled to special placement consideration for a period of two (2) years from the date of the personnel action placing the employee in a lower-graded position. This special consideration shall apply to vacancies similar to the position from which demoted occurring in the agency in which demoted at his or her former grade (or any intervening grade). For detailed information regarding re-promotion consideration, refer to Chapter 8 of the regulations, Career Service.

- e. **Compensable Injury.** An employee who was separated because of compensable injury and whose recovery takes longer than two (2) years from the date compensation began (or from the time compensable disability recurs if the recurrence begins after the injured employee resumes full-time employment with the District government) shall be entitled to priority consideration for restoration to the position he or she left or an equivalent one, provided he or she applies for reappointment within thirty (30) days of cessation of compensation. For detailed information regarding restoration to duty, refer to Chapter 8 of the regulations, Career Service.
- f. Placement of an individual in priority placement category 2 shall be subject to the following:
- Except for an individual in category 1, or a current employee in the Career Service who is serving under a Career Appointment (Probational) or a Career Service Appointment (Permanent), provided he or she is qualified, no person shall be selected ahead of an individual in category 2 unless the selecting official justifies the non-selection in writing and obtains the approval of the DCHR.
  - Each individual shall be referred for positions in the order above.

## CHAPTER VIII DEVELOPMENT OF THE JOB REQUISITION

### A. Area of Consideration

The “*Area of Consideration*” (AOC) is the area identified by an agency in which a search will be made to ensure that vacancies receive an adequate number of qualified candidates. The *Minimum Area of Consideration* is at least “*Agency Wide or Special Area.*”

The AOC is determined by the agency after taking into account:

- Prior recruitment efforts;
- Employment restrictions, and
- Experience requirements for performing the job.

The AOC may be expanded in the event the initial area identified fails to generate a sufficient number of qualified candidates. The AOC is determined as follows:

If/When:	Use this <i>Area of Consideration</i> (AOC)
The intent is to recruit from a pool of applicants currently employed by the hiring agency	√ <b>Department Wide</b>
There is an area smaller than the entire hiring agency, such as a division or a specific occupational group, in which the recruitment action is to happen. The following are situations that may require a <i>Special AOC</i> : <ul style="list-style-type: none"> <li>• The need to afford maximum opportunity to a group of agency employees for consideration for higher level positions, <i>e.g.</i>, under the agency’s affirmative action or upward mobility</li> </ul>	√ <b>Special Area</b>

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If/When:	Use this Area of Consideration (AOC)
program, or to comply with the requirement of the Uniform Guidelines on Employee Selection Procedures; or	
<ul style="list-style-type: none"> <li>Temporary promotion made under circumstances where direct knowledge of a particular type of work is an essential requirement and only one (1) occupational group of employees within an agency would have the direct knowledge required.</li> </ul>	
The intent of the hiring agency is to recruit from a pool of applicants who are <u>current</u> District government employees	√ <b>District Government-Wide</b>
The intent of the hiring agency is to open the recruitment to anyone wishing to be considered for the particular position	√ <b>Open to the General Public</b>

### B. Contents of Job Requisition

Each vacant position to be filled through competitive procedures is to be advertised on the DCHR’s Website and other locations as requested or identified by the hiring agency. Each job requisition should contain information including but not limited to the following:

(1) Posting dates

The *Chart* below summarizes the requirements relating to posting dates:

TYPE OF POSTING	→ POST AS FOLLOWS:
Non-union position with an <i>Area of Consideration (AOC)</i> of “ <i>Open to the General Public</i> ”	→ The job requisition is posted for a minimum of <u>5 workdays</u> or <u>Open Until Filled (OUF)</u> ” with a <u>1st screening</u> set within 15 days of the opening and subsequent <i>screenings</i> as needed until the position is filled

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Non-union position with an <i>AOC Department-Wide</i>	→ The job requisition is posted for a minimum of <u>5 workdays</u>
Union positions regardless of the <i>AOC</i>	→ The job requisition is posted for a minimum of <u>10 workdays</u> or <i>OUF</i>
<i>Open Until Filled (OUF)</i>	→ An <i>OUF</i> job requisition may be posted for 6 months, after which the announcement is to be cancelled. It may be “re-posted” if circumstances so warrant. The job requisition must specify the <i>1<sup>st</sup> screening</i> date, typically within 15 days of the opening, and subsequent <i>screenings</i> until the position is filled or the job requisition cancelled

- (2) Job requisition number (Job ID #), and opening and closing dates;
- (3) Position title, pay plan, series, grade, salary, organizational and geographical location, tour of duty, and any promotion potential of the position to be filled;
- (4) *AOC* and duration of appointment;
- (5) Collective bargaining unit (CBU) statement:

Statement for Positions Covered under a CBU:	Statement for Positions not Covered under a CBU:
<i>“This position is in the collective bargaining unit represented by *_____ and, you may be required to pay an agency-service fee through direct payroll deduction.”</i>	<i>“This position is not in a collective bargaining unit.”</i>

\*Example: AFSCME Local 2770

- (6) Brief description of duties;
- (7) Minimum qualifications requirements (to include any *Selective Placement Factors (SPFs)*);
- (8) Ranking factors (Knowledge, Skills and Abilities or *KSAs*) of the position of the position), a minimum of four (4);
- (9) Supplemental information required to be provided by the applicant in addition to the DC 2000 Employment Application (Employment

Application), which may include a transcript of education above the high school level which is to be used in the evaluation process;

(10) Instructions for the submission of Employment Application;

(11) Equal employment opportunity statement:

*“The District of Columbia Government is an Equal Opportunity Employer: all qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.”*

(12) Residency preference statement:

*“Residency Preference Requirement: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (Series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.”*

(13) When applicable, a statement that the position is subject to background investigation:

*“Background Investigation Statement (for safety-sensitive positions): This position is subject to criminal background checks, traffic record checks, or both; and you may also be subject to random drug and alcohol testing throughout your employment.”*

- (14) When applicable, a statement that the position is designated an emergency position:

*“This position has been designated as an “emergency position.”*

- (15) When applicable, a statement that the position is designated an essential position:

*“This position has been designated as an “essential position.”*

**C. Amendment or Cancellation of a Job Requisition**

If the job requisition is amended or cancelled, the 2<sup>nd</sup> requisition must refer to the original posting and state what requirements, if any, are being changed. In addition, amendment requisitions must inform applicants who applied under the original requisition whether they must re-apply.

**D. Statement Regarding Official Offers of Employment**

When applicable, a statement that the position is subject to criminal background and drug screenings, inclusive of random checks following employment.

## **CHAPTER IX**

# **APPLYING FOR COMPETITIVE EMPLOYMENT**

### **A. Application Deadlines**

A mailed Employment Application and supporting documentation must be received in the DCHR's *Customer Care Center* or postmarked by the closing date of the job requisition. Electronic submissions through the on-line employment application system in PeopleSoft or by fax must be received by midnight Eastern Standard Time (EST) on the closing date.

### **B. Application Eligibility**

Incomplete or illegible applications or applications submitted in official government "franked" envelopes will not be considered.

### **C. Submission Requirements**

At a minimum, all applicants must have submitted:

- (1) An up-to-date Employment Application which documents work experience, education, training, self-development courses, professional recognitions, and outside activities which provide evidence of the knowledge, skills, and abilities to perform the position being filled. A transcript of all education above the high-school level is required, if such education is being used to meet the minimum qualification requirements.
- (2) All Employment Applications and *Government of the District of Columbia, Residency Preference Form (DC-2000RP)* (if applicable) submitted for consideration must be signed and dated.

## CHAPTER X

# EVALUATION PROCESS OF EMPLOYMENT APPLICATIONS

### A. The Evaluation Process

- (1) The evaluation process includes the analysis of minimum qualifications, including any selective placement factors, as well as training and experience ratings, and may be supplemented by:
  - *Written tests*
  - *Interviews*
  - *Performance tests*
  - *Background checks/investigations*
  - *Medical examinations*
  - *Assembled selection devices, as appropriate*
- (2) Consideration will be given to experience (both paid and volunteer), training, education, self-development, awards, and an applicant's demonstrated or potential ability to perform the duties of the job.
- (3) A *Ranking* and *Ranking Plan* using the *KSAs* should be used to rate the applications of all competitive candidates. The *KSAs* and *SPFs* if they are to be ranked, will have a minimum of 3 factors on a -point scale from the lowest (acceptable), middle (good) and highest (superior) levels. HR staff, rating official or *Ranking Panel* member will assign the appropriate factor level when rating the application.
- (4) HR staff completing Rating/Ranking forms must sign the final evaluation of all candidates for inclusion in the Merit Case Staffing Folder.

### B. Minimum Qualifications Requirements

#### **Minimum qualifications requirements for the position**

The U.S. Office of Personnel Management's (USOPM) *Qualification Standards Operating Manual* and the *Handbook X-118C* are currently used as a guide on qualifications requirements. The Director, DCHR, may adopt or authorize the use of other standards to determine minimum qualifications. To be considered eligible, applicants must meet all of the minimum qualifications requirements, including time-in-grade and time after competitive appointment restrictions, if applicable.

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- C. Ranking Factors** – ranking factors are a set of specialized qualifications criteria developed for a specific position in the form of “*knowledge, skills, and abilities*” or “*KSAs*,” which are in addition to the *minimum qualifications requirements*, and are used to arrive at the *category ranking* of applicants for a specific position. Applicants who possess the *KSAs* for the position may be ranked above those who do not, but no one may be rated “*Ineligible*” solely for failure to possess a *KSA*.

### **REMINDERS/POINTERS REGARDING RFs:**

- √ *RFs are KSAs that are expected to significantly enhance performance in a position, but unlike SPFs, ARE NOT ESSENTIAL for satisfactory performance*
- √ *RFs help determine which of the basically/minimally qualified applicants are likely to be a better fit for a position*
- √ *RFs may be demonstrated through relevant academic courses*

- D. Selective Placement Factors (SPFs)**

**Selective Placement Factors (SPFs)** – selective placement factors are qualifications requirements, *i.e.*, knowledge, skills, or abilities that are in addition to the minimum qualifications requirements for the position. These requirements must be absolutely essential for successful performance in that particular position, and must appear on the job requisition.

### **REMINDERS/POINTERS REGARDING SPFs:**

- √ *A SPF becomes part of the minimum qualifications for the position, and an applicant who does not meet the SPF is INELIGIBLE for the position*
- √ *A SPF cannot:*
  - *Require KSAs that could be learned readily during the normal period of orientation for the position,*
  - *Be so specific as to exclude from consideration applicants without prior District government experience,*
  - *Require the possession of a degree when the qualifications requirements for the position do not establish such a requirement, or*
  - *Be so restrictive that it negates the entitlement (right) of applicants from priority placement lists (*i.e.*, Agency Reemployment Priority Program (ARPP)/Displaced Employee Program (DEP)) to be fully considered under these programs.*

- E. Veterans Preference for Initial (1<sup>st</sup>) Appointment with the District Government** (Career and Educational Services only) – Veterans preference is given to persons who have served on active military duty in the Armed Forces for more than 180 consecutive days, and have separated from the Armed Forces under honorable conditions; or veterans who have separated from the Armed Forces under honorable conditions and: (1) have a present service-connected disability or; (2) are receiving compensation, disability retirement benefits, or pension because of a public law administered by the Veterans Administration or a military department.

Veterans' preference for employment is limited to appointments to positions in the Career and Educational Services filled through competitive procedures. Veterans who qualify as "preference-eligible" (i.e., who are entitled to veterans preference), have 5 (general military service) or 10 (disabled veteran) extra points added to their total rating score based on eligibility.

Notwithstanding the provisions above, any employee of the District government who was entitled to veteran's preference under federal law on **January 1, 1979**, and who has served continuously since that date without a break in service, shall continue to be entitled to the same veterans preference for the duration of his or her employment. *See* D.C. Official Code § 1-607.03(c).

**REMINDER:**

√ ***Veterans Preference is limited to an individual's initial (1<sup>st</sup>) competitive appointment with the District government***

- F. Residency Preference** – Residency preference is applied ONLY to qualified applicants who complete the *Form DC-2000RP* at the time of application indicating that they are either:
- (1) Bona-fide residents of the District of Columbia who claim a preference; or
  - (2) Entitled to be afforded a preference. [For specific information on entitlement to residency preference, refer to Chapter 3 of the D.C. personnel regulations, Residency.]
  - (3) Residency preference points are applied categorical following the Rating/Ranking process. The residency preference points cannot change an applicants categorical ranking.
  - (4) An applicant who is a bona fide resident of the District of Columbia and claims a residency preference shall receive 10-points in addition to any points awarded on the **100-POINT SCALE**.

- G. Certified Public Manager (CPM)** – Preference for completion of the Certified Public Manager must be indicated by candidates at the time of application.
1. Candidates that have successfully completed the Certified Public Manager program through the DCHR and the George Washington University must be granted preference within each categorical ranking.
  2. CPM candidates within the highest categorical ranking must be interviewed for potential placement in the advertised position.
  3. Candidates indicating a CPM preference must be denoted on the Selection Certificate as “CPM” in conjunction with any other preference applicable to the candidate.
  4. For candidates in the highest categorical ranking that are not selected, a justification must be provided to the DCHR for review and approval.
- H. Capital City Fellows Program (CCFP)** – Preference for participation in and/or completion of the Capital City Fellows Program must be indicated by candidates at the time of application.
1. Candidates that have successfully completed at least 2 rotations or 1 year in the Capital City Fellows program to be eligible for preference.
  2. Candidates must be granted preference within each categorical ranking.
  3. CCFP candidates within the highest categorical ranking must be interviewed for potential placement in the advertised position.
  4. Candidates indicating a CCFP preference must be denoted on the Selection Certificate as “CCFP” in conjunction with any other preference applicable to the candidate.
  5. For candidates in the highest categorical ranking that are not selected, a justification must be provided to the DCHR for review and approval.
- I. Time In Grade Requirements and Restriction on Position Changes**
- As appropriate, applicants must meet any time-in-grade requirements for the position being filled. For new employees, candidates who have recently been appointed to a Career Appointment (Probational) or Educational Appointment (Probational) must have served in the position for at least 3 months before they are eligible for a promotion or reassignment to a different line of work or another type of work.

## CHAPTER XI

# EVALUATION METHODS FOR EMPLOYMENT APPLICATIONS

- A. Applicants who meet the basic (minimum) qualifications requirements for the position will be further evaluated under the applicable method (*see General Information Guide on Development and Use of Crediting Plans*), to identify those who are “best qualified” for the position.
- B. The selecting official, after consulting with the HR representative and developing the ranking/crediting plan for the position, will determine the most appropriate procedure for evaluating (rating and ranking) candidates. That is, the selecting official may choose to have the candidates evaluated by either of the following methods:
- (1) ***RATING/RANKING by HR representative*** – HR representative rates and ranks the employment applications received by conducting an evaluation (paper evaluation); determines applicants’ categorical ranking (*Q*, *WQ*, or *HQ*); prepares the selection certificate and forwards it to the selecting official.
  - (2) ***RATING by HR representative + \*RANKING PANEL*** – the HR representative reviews the employment applications received to identify the applicants who meet the minimum qualifications requirements for the position; and a ***RANKING PANEL*** (subject-matter-experts from the employing agency) evaluates the employment applications of the individuals deemed minimally qualified to determine their categorical ranking (*OOA*, *NQ*, *Q*, *WQ*, or *HQ*).

• <i>HQ - Highly Qualified</i>
• <i>WQ - Well Qualified</i>
• <i>Q - Qualified</i>
• <i>NQ – Not Qualified</i>
• <i>OOA – Out of Area of Consideration</i>

\*After the *Ranking Panel* completes the evaluation:

- The HR representative compiles the scores, applies residency and veterans preference as applicable; and
- Prepares the selection certificate and forwards it to the selecting official.

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- (3) ***RATING BY HR representative + INTERVIEW RANKING PANEL*** – the HR staff reviews/rates all employment applications received to identify the applicants who meet the minimum qualification requirements for the position; a list<sup>1</sup> with the names of the applicants who meet the minimum qualifications requirements for the position is prepared; and an *Interview Ranking Panel* is convened to interview the candidates on the list and determine their categorical ranking.

After the *Interview Ranking Panel* completes the interviews:

- The panel ranks the candidates, factoring-in the interview scores, the evaluation review of the employment (paper) applications;
- The interview score shall have the same point value that is assigned to the ranking factor questions. The results of the interview should be well documented; and
- The HR representative will apply veterans and residency preference, as applicable, and prepares the selection certificate based on the results (scores) of the *interview ranking panel* and forwards it to the selecting official.

### ***IMPORTANT REMINDER***

√ **Regardless of which of the three (3) evaluation methods is selected, D.C. Official Code § 1-515.01(a) provides that a *100-POINT SCALE* must be used to make recruitment decisions for positions in Career Service, Legal Service, Management Supervisory Service and Educational Service.**

**[Note: Whenever possible, the *Ranking Panels* and *Interview Ranking Panels* should include a HR representative.]**

<sup>1</sup> The “list” referenced here is not the “official” selection certificate.

## CHAPTER XII

# EVALUATION PROCEDURES FOR EMPLOYMENT APPLICATIONS

### A. The Rating Plan

- (1) Identify the rating plan that will be used during the evaluation process prior to the job opening.
- (2) After the closing date of the job requisition, all completed applications received or postmarked by the closing date will be screened (rated) by the HR staff for minimum eligibility and qualifications.
- (3) The selecting official, will first consult with the HR representative participating in the development of the *Ranking/Crediting Plan* (job analysis + rating criteria), and then will determine the evaluation method to rank the candidates found to have met the minimum qualifications (see Section X above).
- (4) The designated rating official should have knowledge about both the position and the evaluation process, as well as possess the ability to evaluate candidates objectively. Ratings must be subject to the review of the HR representative for consistency and adherence to evaluation procedures.

### B. Ranking Panels

#### (1) Purpose

The purpose of a *Ranking Panel* is to EVALUATE applicants according to specific qualifications of the position as outlined in the position description.

#### (2) Composition

- a. If a ranking panel is used, it should be composed of at least three members, with one member from outside of the organizational unit where the vacancy is located.
- b. Any individual may serve on a *Ranking Panel*, provided that all of the conditional qualifications for panel membership are met.

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- c. Panel members must complete the D.C. Standard Form (DCSF) 62, *Merit Promotion/Staffing Panel, Ranking Panel Member (RPM) Profile and Pledge of Confidentiality Form*.
- d. The following conditions also apply:

- *Ranking Panel* members must be at or above the grade level of the position to be filled; and should have specialized knowledge of the requirements of the position to be filled.
- *Ranking Panel* members **SHALL NOT** be related by blood or marriage to any applicant considered for the position to be filled.
- Duration of a *Ranking Panel* – a *Ranking Panel* should not exceed 1 year. Members of the *Ranking Panel* are subject to periodic audits by the DCHR to ensure that they continue to meet the minimum standards for members as specified in DCSF 62.
- A HR representative should serve as panel monitor, and shall instruct the members of the *Ranking Panel* in the proper evaluation procedures, and review the rating and ranking for consistency and correct use of the *Ranking/Crediting Plan*.
- *Ranking Panel* members and observers shall ensure that the materials that they are handling and the information they review are not discussed outside the convening of the *Ranking Panel*. The DCHR shall prohibit the disclosure or review of this information by unauthorized personnel. Review of the information or any materials in a *Merit Staffing Case File (MSCF)* is covered by the provisions of Chapter 31 of the D.C. personnel regulations, Records Management and Privacy of Records.

### **IMPORTANT REMINDER**

- √ **In a unionized environment, it is strongly recommended that HR staff regularly cross-reference the applicable Collective Bargaining Agreement (CBA) for positions represented by a collective bargaining unit, to ensure compliance with any recruitment process provisions present within the CBA.**

**C. Ranking of Applicants**

- (1) Based on the results of the initial evaluation (rating), applicants who meet the minimum qualification requirements (candidates) are grouped in 1 of the following categorical rankings:

• <i>Highly Qualified</i> or <i>HQ</i>
• <i>Well Qualified</i> or <i>WQ</i>
• <i>Qualified</i> or <i>Q</i>
• <i>Not Qualified</i> or <i>NQ</i>
• <i>Out of Area of Consideration</i> or <i>OOA</i>

- (2) Using DCSF 63, Rating and Ranking Sheet, an applicant's categorical ranking is determined from a rating score based on application of a *Ranking/Crediting Plan* specific to the position being filled and compared to the information provided by the applicant in his or her employment application, and all other relevant background materials.
- (3) In the event that it is necessary to break tie scores, procedures under Section XIII, Paragraph D, *Breaking Ties for Certification*, are to be followed.
- (4) The categorical ranking groups have the following meaning:
- Highly Qualified (HQ) (Score: 90 – 100)*** – These are candidates whose qualifications and examination scores indicate the capability for more than acceptable work performance in a given position, but who score higher than those in the “well qualified” category;
  - Well Qualified (WQ) (Score: 80 – 89)*** – These are candidates whose qualifications and examination scores indicate the capability for more than acceptable work performance in a given position;
  - Qualified (Q) (Score: 70 – 79)*** – These are candidates whose qualifications and examination scores indicate the capability for acceptable work performance in a given position; and
  - Not Qualified or Ineligible (Score: Below 70)*** – These are candidates whose qualifications and examination scores do not indicate the capability for acceptable work performance in a given position because they fail to meet: (1) minimum qualifications requirements; (2) selective factors; (3) area of consideration; (4) time-in-grade requirements; or (5) other administrative requirements.

- e. ***Out of Area of Consideration (OOA)*** – These are candidates that are out of the area of consideration as designated in the job requisition. The initial review of applications should exclude all candidates in this category.
- (5) An applicant who receives a score of less than the “*cut-off score*” of 70 is placed in the ***Not-Qualified*** or ***Ineligible*** category.
- (6) An applicant with a score of at least 70 but less than 80 is rated ***Qualified*** or ***Q***.
- (7) An applicant with a score of 80 but less than 90 is rated ***Well Qualified*** or ***WQ***.
- (8) An applicant with a score of 90 and above is rated as ***Highly Qualified*** or ***HQ***.
- (9) An applicant that is not in the area of consideration is rated as ***Out of Area of Consideration*** or ***Ineligible***.

## CHAPTER XIII

# CERTIFICATION PROCEDURES FOR EMPLOYMENT APPLICATIONS

### A. Certification of Categories

D.C. Standard Form 325, *Selection Certificate*, (Rev. 11/12), is to be used for the issuance of all merit staffing selection certificates.

- (1) Except for uniformed positions in the Fire and Emergency Medical Services Department, selection certificates will be issued 1 categorical ranking at a time (i.e., only *HQ*, only *WQ*, or only *Q*), starting with the highest available category of eligible applicants. Residency preference candidates are either certified to the selecting official before non-residency candidates, or listed ahead of the non-RP candidates on the same selection certificate.
- (2) If no selection is made from the highest category, the selecting official must submit a written justification for non-selection with the selection certificate for approval of the personnel authority. If the justification is accepted, further certification may be made from the same or next lower category of eligible applicants.
- (3) Residency Preference “*RP*” Designation – Candidates who claim the residency preference or are entitled to the preference shall have the acronym “*RP*” placed next to their name and are to be listed ahead of non-preference candidates on the selection certificate. When there is more than 1 RP candidate, they are to be listed alphabetically.
- (4) Residency Preference Candidates – When a selecting official receives a selection certificate containing *RP* candidates, the selecting official must either:
  - a. Select a *RP* candidate;
  - b. Return the selection certificate to the personnel authority without action for cancellation of the job requisition; or
  - c. Submit written justification to select a “*NRP*” over “*RP*” candidate.

While there are no provisions that allow for a waiver of the residency preference requirement, in cases of suitability, issues, a hiring official may submit a written justification to the Director, DCHR seeking approval to select/hire a non-residency preference candidate.

**B. Number of Candidates Certified**

- (1) For vacancies with 1 position, the HR staff in the personnel authority will certify a maximum of ten (10) of the best qualified candidates at the highest categorical ranking for vacancies with 1 position for referral to the selecting official. When there are fewer candidates than desired available for referral in any category, the hiring official may either:
  - a. Extend the period of recruitment;
  - b. Expand the area of consideration;
  - c. Consider those applicants who have been placed in the next lower rating category, provided that the next lower group of candidates are rated as at least qualified; or
  - d. Any combination of the above.
- (2) If the position to be filled is in a specific shortage category or is determined to be hard-to-fill, exceptions to the above procedures may be approved by the personnel authority.

**C. Positions with Multiple Grade Level Certifications**

Eligible candidates should be certified for all grade levels listed on the job requisition from the lowest grade or salary he or she is willing to accept to the highest-grade level for which he or she is qualified. For example, an applicant applies for a job requisition advertised at the grade 9 and 11 levels and indicates that the lowest grade acceptable is a grade 9 on his or her employment application. Therefore, if the applicant is deemed qualified at the grade 11 level; then, he or she is placed on the selection certificate at both the grade 9 and 11 levels.

**D. Breaking Ties for Certification**

In the case of a tie, the HR staff in the personnel authority shall select one of the following tie-breaking methods:

- (1) Break the tie of those candidates who are in the same ranking category and have the same numerical scores where there are more than ten (10) candidates eligible for certification. This is done by using the applicant identification number of the candidate involved. The candidate with the highest last digit of his or her applicant identification number will be among those candidates certified on the selection certificate.
- (3) Omit the numerical scores of the ten (10) “*Highest Qualified*” candidates.

- (3) Place the ten (10) *Highest Qualified* candidates in alphabetical order.
- (4) Certify the candidates for referral to the selecting official.

**E. Life of the Selection Certificate**

- (1) The life of a selection certificate is 60 calendar days.
- (2) Additional selection may be made from the selection certificate, provided that:
  - a. Candidates were in the same category and eligible for consideration during the initial posting of the position;
  - b. The positions are of the same grade, responsibilities, and qualifications; and
  - c. The job requisition specified the number of positions covered by the requisition.
- (3) No selection is to be made after 60 calendar days from the date of issuance of the selection cert.

***IMPORTANT REMINDER***

√ **In a unionized environment, it is strongly recommended that HR staff regularly cross-reference the applicable Collective Bargaining Agreement (CBA) for positions represented by a collective bargaining unit, to ensure compliance with any recruitment process provisions present within the CBA.**

## CHAPTER XIV

# PROCEDURES FOR CANDIDATE SELECTION

### A. Interviewing Candidates

- (1) All candidates referred on the selection certificate should be interviewed.
- (2) If an interview is warranted, the selecting official must interview ALL candidates referred.
- (3) Candidates should be given at least a 24-hour notice of the intent to interview (interviews may be rescheduled as appropriate).
- (4) When a face-to-face interview is not possible, alternate, interview methods are acceptable (i.e. phone interview or video conference).
- (5) The requirement to interview is satisfied when the selecting official makes a reasonable effort to arrange interviews. Documentation of such efforts must be provided to the HR representative and must be filed in the Merit Staffing Case File (MSCF).

[**Note:** For additional information on interviews, please refer to the DCHR *General Information Guide on Recruitment & Selection*, January 2008 (Rev. 8/08)]

### B. Selection Recommendation

The selecting official should make the proposed selection decision within 15 workdays of the issuance of the selection certificate.

After the hiring official makes a selection, the selection certificate, employment applications, and other relevant materials (to include interview notes) must be returned to the HR representative.

### C. Pre-Employment Inquiries and Background Checks

- (1) **PRIOR** to entrance-on-duty, a pre-employment check is required for each individual selected. Pre-employment checks consist of:
  - a. Verification of prior employment (dates, salary, etc.);
  - b. Professional references (minimum of three (3) at least 1 of a managerial/supervisory level);

- c. Education (if relevant to the position);
- d. Performance and reasons for leaving employment; and
- e. Professional license (if required for the position).

See Chapter 4 of the D.C. personnel regulations, to obtain additional information on employment suitability.

- (2) **Pre-Employment Criminal Background Checks/Traffic Record Checks and Drug and Alcohol Testing Pursuant to the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (D.C. Law 15-353; D.C. Official Code § 1-620.31 *et seq.*; and § 4-1501.01 *et seq.*):**

A selectee to a position in an agency covered by D.C. Law 15-353 shall be subject to a pre-employment criminal background check, a traffic record check, or both; and a pre-employment drug test.

- (3) **Background Investigations for Information Technology (IT) Systems Personnel:**

Pursuant to Mayor's Order 2003-136, *Delegation of Personnel Authority to Conduct Background Investigations for Potential and Current Information Technology Employees in Subordinate Agencies*, dated September 25, 2003, subordinate agency heads are delegated personnel authority to conduct background investigations for selectees to IT positions. See section 406 of Chapter 4 of the regulations.

- (4) **Background Checks, Criminal Background Investigations, or Testing for Controlled Substance Use for Employees of the Office of the Chief Medical Examiner, and Department of Forensic Sciences, and any other District Government Employee Having a Duty Station at the Consolidated Forensic Laboratory:**

Pursuant to Mayor's Order 2012-84, *Delegation of Personnel Authority to Identify and Designate Positions Subject to, and Conduct, Background Checks, Investigations, Criminal Background Investigations, or Testing for Controlled Substance Use for Employees of the Office of the Chief Medical Examiner ("OCME"), and Department of Forensic Sciences ("DFS"), and any Other District Government Employee Having a Duty Station at the Consolidated Forensic Sciences Laboratory ("CFL")*, dated June 18, 2012, the Director, D.C. Department of Human Resources is delegated the authority vested in the Mayor under § 1-604.06(b) of the CMPA to conduct one or more of the following: background checks, investigations, mandatory criminal background checks, and tests for controlled substance

use on District government employees being recruited or employed by, on behalf of, OCME, DFS, or any other District employee with a tour of duty station at CFL. *See* Mayor's Order 2012-84.

**D. Notifying Candidates**

- (1) Official job offers are made only by individuals sub-delegated with recruitment and selection personnel authority. Any offer made by other staff is not binding and may result in corrective or adverse action.
- (2) The appropriate HR representative person arranges entrance-on-duty (EOD) date or release date for the selectee, as applicable.
- (3) Official requests for release and entrance-on-duty dates for selectees of a D.C. government job/position will be made by individuals sub-delegated with recruitment and selection personnel authority in consultation with the hiring official and releasing official. Normally, the selectee should be released within 2 weeks or at the end of the 1<sup>st</sup> full pay period after the release date has been officially requested. Other release and EOD dates are permitted when a mutual agreement is reached between the releasing and receiving offices.

**E. Medical Requirements/Physical Examinations**

Selectees must meet minimal/general medical requirements, as well as any physical examination requirements set forth for particular positions, if applicable. For specific information, *see* section 2049 of Chapter 20B of the D.C. personnel regulations, Health.

Information regarding the physical requirements may also be found on the classified/certified position description for the job requisition.

## CHAPTER XV

### INFORMATION AVAILABLE TO THE APPLICANT OR APPLICANTS' REPRESENTATIVE(S)

- A. The following information SHALL be made available upon written request (including electronic mail) from an applicant or his or her designated representative regarding the applicant's consideration under a specific job requisition:

(1) Any record of performance or supervisory evaluation not submitted by the candidate used in considering him or her for selection;
(2) Whether he or she was found eligible on the basis of minimum qualifications, including any selective placement factors for the position;
(3) The job requirements, rating/ranking procedures used, and the applicant's score and categorical ranking ( <i>Q</i> , <i>WQ</i> , or <i>HQ</i> );
(4) Whether the applicant was referred to the selecting official; and
(5) The name of the individual selected.

**[Note: Other than unattributed numerical scores, information on other applicants for the position, including their names, will not be released without their written permission.]**

- B. A request for information pertaining to consideration under a job requisition must:
- (1) Contain sufficient information to enable the identification of the particular *Merit Staffing Case File (MSCF)* from which information is desired, *e.g.*, job requisition number, date, title, series, grade of the position; and
  - (2) Specify the information desired.
- C. The request, together with correspondence or documents generated in responding to it shall be made part of the *MSCF*.
- D. The information requested may be transcribed from the *MSCF* or copies may be provided. If copies or documents are provided, names and data relating to all other applicants must be deleted. Names and data relating to other candidates are not released because such release would constitute an unwarranted invasion of the other candidates' privacy.

- E. All individuals requesting access to records must meet the identification requirements set forth in Chapter 31A of the D.C. personnel regulations, Records Management and Privacy of Records.

## **CHAPTER XVI GRIEVANCES, COMPLAINTS AND APPEALS**

### **A. Equal Employment Opportunity Complaints**

Copies of merit staffing documents required in the investigation of equal employment opportunity (EEO) complaints may be released to the hiring agency's EEO Officer/Counselor upon presentation of a written request to the personnel authority specifying the information required

### **B. Recruitment Complaints**

(1) **Informal Discussion** - Applicants with merit staffing complaints or inquiries should be encouraged to discuss the matter with the HR staff that handled the particular merit staffing recruitment action or other staff members. HR staff should be able to provide the specific facts of the case, explaining:

- √ What controlling evaluation methods were used;
- √ How evaluation methods were applied; and
- √ If appropriate, what corrective action will be taken to resolve the merit staffing complaint.

(2) **Discrimination Complaints** - Complaints alleging unlawful discrimination are initiated and handled as prescribed within applicable human rights/EEO regulations. Contact the Office of Human Rights for more information.

(3) **Grievance Complaints** - Grievable aspects of merit staffing actions include:

- √ Improper application of the procedures used to qualify and rank applicants;
- √ Use of non-job related Selective Placement Factors (SPFs); or
- √ Use of non-job related Ranking Factors (RFs).

**NOTE:** Failure to be selected from a group of properly ranked and certified candidates IS NOT grievable. For additional information on grievances, please refer to sections 1630 through 1637 of Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances.

**An employee covered by a collective bargaining agreement (CBA) should refer to the CBA to determine whether a merit staffing complaint will be processed through the negotiated grievance procedures or agency procedures.**

### **C. Grievance or Appeal Process**

Merit staffing determinations are sometimes grieved or appealed. When this occurs, the official hearing officer may request copies of merit staffing that have a bearing on the contested determination. Such documents are to be provided in accordance with the requirements set forth in Chapter 31A of the D.C. personnel regulations, Records Management and Privacy of Records.

In the case of a conflict between the provisions contain in the personnel regulations and a collective bargaining agreement, the provisions of the collective bargaining agreement shall take precedence.

### **D. Violations and Corrections**

- (1) Actions correcting/rectifying a violation of law, personnel regulations, policies, or procedures relating to competitive recruitment shall be taken promptly. Such corrective actions will normally be taken by the Director of the DCHR (or designee).
- (2) A corrective action may involve an employee erroneously placed, an applicant or employee not afforded proper placement consideration, or an agency official or officials who caused or sanctioned the violation.
- (3) The nature and extent of the corrective action will be determined on the basis of:
  - a. All the facts in the case;
  - b. The circumstances surrounding the violation;
  - c. The equitable and legal rights of the parties concerned; and
  - d. The interests of the District government.

## **CHAPTER XVII**

# **COMPETITIVE RECRUITMENT RECORDS**

### **A. Contents of the Merit Staffing Case File**

- (1) In accordance with General Records Schedule 1, *Personnel Records*, issued by the Office of the Secretary of the District of Columbia, *Merit Staffing Case Files (MSCFs)* are maintained for 2 years following the date of selection or cancellation in such a manner that the recruitment action taken may be reconstructed as needed.
- (2) At a minimum, the *MSCF* must include the following:

(1) Copy of the job requisition and position description;
(2) Job requisition amendments or cancellation, if appropriate;
(3) Job analysis documentation, evaluation method and system for combining evaluations to obtain final ratings including the Ranking/ Crediting Plan;
(4) Record of action taken under priority consideration referrals;
(5) The original <i>Selection Certificate</i> (DCSF 325), which indicates the selection or other final action on the case. If a selection was made, a copy of the selectee's Standard Form 50 personnel action;
(6) All applications accepted from candidates, notification to applicants and rating materials for the position; and
(7) All other written material required by the provisions of this plan that are relevant to the case, such as names and positions of panel members, notes produced during ranking panel consideration, etc.

See DCSF 1249, Merit Staffing Case File Checklist (Rev. 9/08) for a complete list of the documents.

### **B. Securing the Merit Staffing Case File**

All *MSCFs* must be maintained in locked filing cabinets with restricted access to HR personnel only. HR personnel must ensure that restricted materials are secured at night and not left out on desks or workstations.

## **CHAPTER XVIII DOCUMENTING COMPETITIVE ACTIONS IN THE OFFICIAL PERSONNEL FOLDER (OPF)**

The Official Personnel Folder (OPF) of the individual who is selected for the position shall include documentation that demonstrates:

- A. That the action was taken under competitive procedures (including the job requisition reference number), or as an exception to competitive procedures; and
- B. The fact that at the time action was taken the employee met the qualification requirements and other legal and regulatory requirements.

## **CHAPTER XIX REFERENCES AND ATTACHMENTS**

### **A. District Personnel Manual:**

- Chapter 3, Residency
- Chapter 4, Organization for Personnel Management
- Chapter 8, Career Service/Educational Service
- Chapter 9, Excepted Service
- Chapter 11, Compensation and Classification
- Chapter 12, Hours of Work, Legal Holidays, and Leave
- Chapter 14, Performance Management
- Chapter 16, General Discipline and Grievances
- Chapter 20B, Health
- Chapter 31, Records Management and Privacy of Records
- Chapter 36, Legal Service
- Chapter 38, Management Supervisory Service

√ **Access at:** [www.dchr.dc.gov](http://www.dchr.dc.gov), under the heading "Employee" click "Electronic-District Personnel Manual (E-DPM)"

### **B. General Information Guides Issued by the DCHR:**

- General Information Guide on the Development and Use of Crediting Plans, July 2008.
- Hiring Bonus Program, March 2005 (Rev. 3/08)
- Additional Income Allowance Program, March 2005 (Rev. 3/08)

√ **Access at:** [www.dcop.in.dc.gov](http://www.dcop.in.dc.gov) under the heading "Information" click "General Information Guides."

### **C. E-DPM Instructions:**

- E-DPM Instruction No. 3-11, *Residency Preference for Employment*, dated September 28, 2010;
- E-DPM Instruction No. 4-16, *Requirements for Criminal Background Checks & Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background/Traffic Records, and Drug and Alcohol Testing for the Protection of Children and Youth*, dated August 4, 2010;

- DPM Instruction No. 4-8, *Requirements for Pre-Employment Inquiries for New (Initial) Appointments*, dated April 9, 2009;
- DPM Instruction No. 4-9, *Standards for Background Investigations Required for Information Technology (IT) Employees*, dated April 9, 2009;
- E-DPM Instruction No. 8-69, 9-36 & 36-11, *Priority Reemployment Consideration for Employees Affected by Reduction-in-Force (RIF)*, dated June 25, 2009; and
- DPM Instruction No. 8-61, 9-31, 36-8 & 38-18, *Merit Staffing Case File (MSCF) and MSCF Checklist; Disposition of MSCF*, dated September 19, 2008.

√ **Access at:** [www.dchr.dc.gov](http://www.dchr.dc.gov), under the heading “Employee” click “Electronic-District Personnel Manual (E-DPM)”

#### **Attachments:**

- *DCHR SF 08-03, Checklist for Submissions of Competitive & Non-Competitive Recruitment Actions to DCHR/Priority Consideration Clearance for Non-Competitive Term Appointment (Rev. 11/12)*
- *DCSF 1210A, Applicant Qualifications Rating Record (Rev. 12/11)*
- *DCSF 62, Merit Promotion/Staffing Panel, Ranking Panel Member (RPM) Profile and Pledge of Confidentiality Form (Rev. 12/11)*
- *DCSF63A, Rating and Ranking Schedule (Rev. 11/12)*
- *DCSF 325, Selection Certificate (Rev. 11/12)*
- *DCSF 1249, Merit Staffing Case File (MSCF) Checklist (Rev. 4/10)*
- *DCSF 11B-10 Superior Qualifications/Salary Exception Form*
- *Sample Job Requisition*
- *List of Tier I, II and III Agencies*

**COMPETITIVE/NON-COMPETITIVE RECRUITMENT  
ATTACHMENT I**

**Checklist for Submissions of Competitive & Non-Competitive  
Recruitment Actions to DCHR/Priority Consideration Clearance for  
Non-Competitive Term Appointments [DCHR SF 08-03]**

**DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN RESOURCES**

**Checklist for Submissions of Competitive & Non-Competitive Recruitment Actions to DCHR/Priority  
Consideration Clearance for Non-Competitive Term Appointments**

Agency: \_\_\_\_\_ Submission Date: \_\_\_\_\_

HR Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Candidate/Employee Name: \_\_\_\_\_ Empl ID (if applicable): \_\_\_\_\_

Action Requested:  Competitive  Non-Competitive

New Hire  Rehire  Extension  Internal Recruitment/Promotion

**I. Items Attached:**

- Job Requisition /Announcement Number \_\_\_\_\_ (if applicable)
  - OCA Approval
  - Approved position number: \_\_\_\_\_
  - Rating & Ranking Form(s) (Required for NRP or RP only)
  - Signed Selection Certificate\*(if applicable)
  - Signed DC2000 Employment Application (or Resume)
  - Proof of Degree (s), License, of Certification (if applicable)
  - Copy of Proposed Offer Letter (in draft form only)
  - Salary Verification (if applicable)
  - Certified Position Description & OPT 8 (certified within last 3 years)
  - Justification Memo (if applicable)
  - Required Form(s) (i.e. 11B, AIA, etc.) (if applicable)
  - Pre-Employment Check Forms and Completed Personal References (3)
  - Proofs of Bona-fide Residency Preference documents (8 documents, if applicable)
- \*Offer letter and any enclosed required forms must be signed by the designated agency HR Authority

**II. Agency Re-employment Priority Program (ARPP) and Displaced Employee Program (DEP)  
Clearance for Non-Competitive Term Appointments (If Applicable):**

Position Title, Series and Grade, Duration of Appt.: \_\_\_\_\_

Position Cleared by DCHR DEP Coordinator: Yes No (Circle one)

Signature of DCHR DEP Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by Recruitment & Staffing Services (RSS): \_\_\_\_\_

Date of Completion of RSS Review: \_\_\_\_\_

Decision: (Circle one) Approved Disapproved

Return to agency: (Circle one) Yes No (If "Yes", Date Returned: \_\_\_\_\_)

**[Use for Competitive & Non-Competitive Recruitment]**

A. Agency: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Current/Previous Position Title, Series and Grade: \_\_\_\_\_

**B. Position Qualification Requirements:**

Qualification Standard Used: \_\_\_\_\_

Number of Years of Experience Required: Specialized \_\_\_\_\_ General \_\_\_\_\_ Total \_\_\_\_\_

Selective Placement Factor (If applicable): \_\_\_\_\_

**C. Qualifying Experience** (list qualifying experience only): Use a separate sheet for additional experience.

Dates		Position Title/Series/Grade and Type of Experience	General		Specialized	
From	To		Yrs	Mos	Yrs	Mos
<b>TOTALS:</b>						

**D. Education:** (Include college/university, degree, date, major subject areas.)


**E. List any training and/or awards relevant to the position:** (Include date and type of award)


**F. Qualification Decision:**

QUALIFIED       NOT QUALIFIED

Remarks: \_\_\_\_\_

Signature of HR Specialist: \_\_\_\_\_

Date: \_\_\_\_\_



COMPETITIVE/NON-COMPETITIVE RECRUITMENT  
ATTACHMENT III

Merit Promotion/Staffing Panel, Ranking Panel Member (RPM)  
Profile and Pledge of Confidentiality [DCSF 62]

POSITION TITLE/PAY PLAN/SERIES/GRADE: \_\_\_\_\_

AGENCY/REQUISITION NO.: \_\_\_\_\_

NAME OF RANKING PANEL MEMBER (RPM): \_\_\_\_\_

POSITION TITLE/PAY PLAN/SERIES/GRADE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ DIVISION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_

FOR QUALIFICATIONS AS RPM: (Check One)

\_\_\_\_\_ Present or former incumbent of position

\_\_\_\_\_ Present incumbent of similar position at same grade level

\_\_\_\_\_ Present Supervisor of Position

\_\_\_\_\_ Other recognized authority (explain): \_\_\_\_\_

RELEVANT EDUCATION/TRAINING (Describe type and amount): \_\_\_\_\_

RELEVANT EXPERIENCE (Describe): \_\_\_\_\_

I, \_\_\_\_\_ as a panel member have been notified of and understand that any information to which I am privy during the course of this assessment process, and which is covered by Chapter 31, *Records Management and Privacy of Records*, of Title 6B of the District of Columbia Municipal Regulations, which provides that information must not be disclosed to any party outside of this panel except as provided in those regulations.

\_\_\_\_\_  
Signature of Panel Member

\_\_\_\_\_  
Date

**Qualifications Certified as Correct:**

\_\_\_\_\_  
(Name of HR Representative)

\_\_\_\_\_  
Date

**ATTACHMENT IV  
Rating and Ranking Schedule [DCSF 63A]**

REFERENCE NO.: \_\_\_\_\_

REQUISITION NO.: \_\_\_\_\_

Position Title, Pay Plan, Series, Grade(s), Organization and Location	Date Referred to Selecting Official	Date Received by Human Resources Office from Selecting Official
Name of Selecting Official:		

**NAME(S) OF CANDIDATE(S) SUBMITTED FOR CONSIDERATION**

NAME	CATEGORICAL RANKING	INTERVIEWED		REMARKS	ACTION TAKEN
		YES	NO		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**A non-residency preference candidate cannot be selected if a residency preference candidate is available.**

***CERTIFICATION BY SELECTING OFFICIAL***

By my signature below, I certify that I have not unlawfully discriminated in selecting the Best-Qualified candidate by the "S" in ACTION TAKEN column.			
NO SELECTION (Briefly explain):			
Check Appropriate Box:			
<input type="checkbox"/> Veterans Preference (include supporting document) <input type="checkbox"/> Request for Waiver of Time-in-Grade (include supporting documents)			
DATE	Signature of Designee who conducted Selection Interviews	DATE	Signature of Selecting Official
Signature of HR Representative		Signature of Supervisory HR Authority/Alternate HR Authority	

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Reference (Vacancy) Number

ITEMS	IN MSCF	NOT IN MSCF*
1. COPY OF THE PERSONNEL ACTION REQUEST (PAR)/JOB REQUISITION		
2. POSITION DESCRIPTION		
3. JOB ANALYSIS DOCUMENTATION (AS APPLICABLE)		
4. INFORMATION USED TO DEVELOP THE RANKING FACTORS		
5. RANKING/CREDITING PLAN OR CITATION (e.g., QUALIFICATION STANDARDS)		
6. RECORD OF ACTION TAKEN UNDER PRIORITY CONSIDERATION PROGRAMS (AS APPLICABLE)		
7. REASONS FOR SPECIAL AREA OF CONSIDERATION		
8. JOB REQUISITION OR CANCELLATION OF REQUISITION, IF APPROPRIATE		
9. DC 2000 EMPLOYMENT APPLICATION AND OTHER APPLICATION MATERIAL RECEIVED FROM EACH APPLICANT, AS APPROPRIATE (EVEN IF REQUISITION WAS CANCELLED)		
10. STATUS OF EMPLOYMENT APPLICATION POSTAL CARD		
11. RATING AND RANKING SHEET DCSF-63		
12. COPY OF ALL DCSF-62'S, RANKING PANEL MEMBER (RPM) PROFILE AND PLEDGE OF CONFIDENTIALITY		
13. NOTES PRODUCED DURING RANKING PANEL CONSIDERATIONS		
14. EVALUATION RECORDS OR NOTES MADE DURING OR AFTER THE INTERVIEW PROCESS, IF USED AS PART OF THE RANKING/CREDITING PLAN PROCESS		
15. ORIGINAL SELECTION CERTIFICATE (DCSF-325) WHICH INDICATES THE SELECTION OR OTHER FINAL ACTION ON THE RECRUITMENT		
16. COPY OF THE DCSF 50 FOR THE APPOINTEE(S)		
17. ALL OTHER SUPPORTING (e.g., SUPERIOR QUALIFICATIONS, JUSTIFICATION, WAIVERS, ETC.) MATERIAL RELATED TO THE RECRUITMENT		

**I certify by my signature that all the required documentation concerning this Merit Case File has been properly executed and filed.**

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewing Officer

\_\_\_\_\_  
Date

\*If this column is checked, use the reverse side to explain the reason(s) for the missing material.



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

REQUEST FOR SUPERIOR QUALIFICATIONS/EXCEPTIONS

Section 1 – Designated Office Within DCHR/Type of Appointment		
To: D.C. Department of Human Resources	DCHR NO/AGENCY NO	DATE (Month, Day, Year)
Attn:		
Section 2- Type of Appointment [Initial App. / Reappointment]		
Superior Qualifications Appointment (Steps)	Salary Exception (Open Range)	
<input type="checkbox"/> Career Appt. (Grades 1 – 14 and Wage Grade Only) <input type="checkbox"/> Prob/Perm/Reinstatement <input type="checkbox"/> Term/Temp <input type="checkbox"/> MSS Appt. (Wage Grade Only)	<input type="checkbox"/> Career Appt. (Prob./Perm./Reinstatement/Term/Temp) (Grades 15 & Above) <input type="checkbox"/> MSS Appt. (Open Range) <input type="checkbox"/> Excepted Service	
Section 3- Types of Exceptions Requested		
<input type="checkbox"/> Salary requests of \$90,000 and above <input type="checkbox"/> Salary exceeds 10% of current (or previous) salary <input type="checkbox"/> Waiver of Time-In-Grade Requirement (Career Service (White-Collar))	<input type="checkbox"/> Selection of non-residency candidate over residency preference candidate <input type="checkbox"/> Temporary promotions <input type="checkbox"/> Not-To-Exceed appointment extensions exceeding 2 yrs. for temporary appts or 4 yrs. for term appts.	
Section 4 – Agency and Candidate Information		
_____ Agency Name	_____ Name of Candidate	
_____ Name /Title of Designated HR Authority	_____ Pay Plan/Series/Grade/Step and Salary	
_____ Signature of Designated Agency Authority	_____ Date	
Section 5 –Supporting Documentation		
<input type="checkbox"/> Certification from designated HR Authority that all supporting materials/documents including copies of candidate’s completed Employment Application; written justification; position description; and any other supporting documentation or statements have been provided to DCHR. All information is to be forwarded to the Recruitment & Staffing Division in DCHR at <a href="mailto:dchr.recruitment@dc.gov">dchr.recruitment@dc.gov</a> .		
Section 6 – To Be Completed by DCHR Representatives		
<b>Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove  _____ Supvy, HR Specialist                      Date	<b>Final Determination:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove  _____ Director, DCHR (or Designee)                      Date	

INSTRUCTIONS

Agency:

- *Complete sections 1 through 4 and submit requisite documents as outlined in section 5.*
- *Under section 1, include the location (address) of the office within the D.C. Department of Human Resources (DCHR) to which the request is being submitted.*
- *Under section 2, complete for request for superior qualification and salary exception for initial appointments and reappointments.*
- *Under section 3, check the type of exception that is being requested, as appropriate.*
- *Under section 4, include agency and candidate information as specified.*
- *Under section 5, a written justification must include all information and documentation the agency considers relevant for the DCHR to determine whether the request should be approved, including a detailed analysis of the candidate's qualifications and how they compare to those of other candidates/applicants; existing salary, if applicable (include proof such as pay stubs), etc.*

DCHR:

- *Assign a "DCHR No./Agency No." (Section 1) to each DCSF No. 11B-10 received*
- *Sign and date the form (DCHR representative making the recommendation and approving or disapproving the request superior qualifications/ exceptions, respectively)*
- *File the original DCSF No. 11B-10 approving the request on the right hand side of the employee's official personnel folder (OPF) along with the personnel action effecting the appointment (the DCSF No. 11B-10 becomes a permanent personnel record)*
- *Return the original DCSF No. 11B-10 and supporting documentation disapproving a request to the agency, and keep a copy of the request*

**The below format must be followed when posting job requisitions.  
When following this format, only use the fields that are applicable to the position:**

## Job Description

**Job Title:** [Use Upper/Lower Case]

**Job ID**

**Location:**

**Full/Part Time:**

**Regular/Temporary:**

---

### Job Opening

<b>Posting Title:</b>	Program Coordinator (Bilingual)	<b>Job Opening ID:</b>	16850
<b>Job Opening Status:</b>	010-Open	<b>Job Type:</b>	Standard
<b>Job Title:</b>	Program Coordinator (Bil)	<b>Job Code:</b>	553835
<b>Position Number:</b>	00040096 Program Coordinator (Bil)		
<b>Business Unit:</b>	DCGOV District of Columbia		

---

### General Job Information

Pay Plan, Series & Grade:

Job Descriptions		Find	First	1-32 of 32	Last
*Visible:	Internal Only				
*Description Type:	General Job Information				
Description ID:	"Pay Plan, Series & Grade "				
Description:	"Pay Plan, Series & Grade: CS-301-13				
<a href="#">+ Add Posting Descriptions</a>					

Salary Range:

*Visible:	Internal Only				
*Description Type:	General Job Information				
Description ID:	Salary Range				
Description:	Salary Range: \$50,510 - \$65,126				
<a href="#">+ Add Posting Descriptions</a>					

Agency:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Agency	
Description:	Agency: Office of Asian and Pacific Islander Affairs	
<a href="#">+ Add Posting Descriptions</a>		

Area of Consideration:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Area of Consideration	
Description:	Area of Consideration: Agency Employees Only	
<a href="#">+ Add Posting Descriptions</a>		

Opening Date:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Opening Date	
Description:	Opening date: September 16, 2010	
<a href="#">+ Add Posting Descriptions</a>		

Closing Date:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Closing Date	
Description:	Closing Date: September 23, 2010	
<a href="#">+ Add Posting Descriptions</a>		

Screening Date:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	First Screening Date	
Description:	First Screening Date: September 26, 2010	
<a href="#">+ Add Posting Descriptions</a>		

Duration of Appointment:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Duration of Appointment	
Description:	Duration of Appointment: Career Term Service (NTE 13 months)	
<a href="#">+ Add Posting Descriptions</a>		

Number of Vacancies:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Number of Vacancies	
Description:	Number of Vacancies: One (1)	
<a href="#">+ Add Posting Descriptions</a>		

Promotion Potential:

*Visible:	Internal Only	
*Description Type:	General Job Information	
Description ID:	Promotion Potential	
Description:	Promotion Potential: None	
<a href="#">+ Add Posting Descriptions</a>		

Tour of Duty:

\*Visible: Internal Only

\*Description Type: General Job Information

Description ID: Tour of Duty

Description: Tour of Duty: 8:15 AM - 4:45 PM

[+ Add Posting Descriptions](#)

Collective Bargaining Unit/Non-Union:

\*Visible: Internal Only

\*Description Type: General Job Information

Description ID: Collective Bargaining Unit (Non-Union)

Description: Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

[+ Add Posting Descriptions](#)

Duties:

\*Visible: Internal Only

\*Description Type: Duties

Description ID: Brief Description of Duties

Description: Brief Description of Duties: The incumbent monitors and assess the progress of the implementation of the Language Access Act and provide policy recommendations on improving language access by Limited English proficient individuals. Develop and manages technical assistance projects and programs to assist District agencies in implementing the

[+ Add Posting Descriptions](#)

Basic Requirements for Position:

Qualifications:

\*Visible: Internal Only

\*Description Type: Qualifications

Description ID: Substitution of Education

Description: Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

[+ Add Posting Descriptions](#)

Specialized Experience:

\*Visible: Internal Only

\*Description Type: Qualifications

Description ID: Specialized Experience

Description: Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the

+ Add Posting Descriptions

Selective Placement Factor(s):

\*Visible: Internal Only

\*Description Type: Qualifications

Description ID: Selective Placement Factor #1

Description: Selective Placement Factor #1: <Type free form description here>

+ Add Posting Descriptions

Substitution of Education:

\*Visible: Internal Only

\*Description Type: Qualifications

Description ID: Substitution of Education

Description: Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

+ Add Posting Descriptions

Education Requirement – (If applicable):

\*Visible: Internal Only

\*Description Type: Qualifications

Description ID: Education Requirement

Description: Education Requirement: <Type free form description here>

+ Add Posting Descriptions

Time-In-Grade Requirement – (Career Service positions only):

*Visible:	Internal Only	
*Description Type:	Qualifications	
Description ID:	Time-in-Grade Restrictions	
Description:	Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.	
<a href="#">+ Add Posting Descriptions</a>		

Ranking Factors:

*Visible:	Internal Only	
*Description Type:	Ranking Factors	
Description ID:	Submission of Ranking Factors	
Description:	Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Ranking Factors	
Description ID:	Ranking Factor #1	
Description:	Ranking Factor #1: The incumbent must be able to demonstrate a working knowledge of all D.C. services which assist API residents. The incumbent must be able to assist in promoting and coordinating public and private programs and services that may benefit APIs in the District.	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Ranking Factors	
Description ID:	Ranking Factor #2	
Description:	Ranking Factor #2: Must be able to collect, translate, and disseminate current program information about relevant government services. Must be able to work in collaboration with other D.C. agencies.	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Ranking Factors	
Description ID:	Ranking Factor #3	
Description:	Ranking Factor #3: The incumbent must be verbally bilingual in one of the major Asian languages. He/she must be linguistically and culturally sensitive in the interaction with the API community.	
<a href="#">+ Add Posting Descriptions</a>		
<hr/>		
*Visible:	Internal Only	
*Description Type:	Ranking Factors	
Description ID:	Ranking Factor #4	
Description:	Ranking Factor #4: Must be able to show knowledge of general Asian and non-Asian communities of the District of Columbia. Must be able to demonstrate tact, discretion and the ability to get along with various ethnic, racial and cultural groups. Must be able to show knowledge of multi-cultural sensitivity in dealing with Asian and non-Asian clients.	
<a href="#">+ Add Posting Descriptions</a>		

Conditions of Employment:

a. Physical Effort:

*Visible:	Internal Only	
*Description Type:	Conditions of Employment	
Description ID:	Physical Effort	
Description:	Physical Effort: Work is primarily sedentary, and normal physical dexterity is sufficient to perform the various functions of the position.	
<a href="#">+ Add Posting Descriptions</a>		

b. Working Conditions:

*Visible:	Internal Only	
*Description Type:	Conditions of Employment	
Description ID:	Working Conditions	
Description:	Working Conditions: Work is performed in an office setting. Fieldwork is also required; the incumbent must be able to work with clients all over the city.	
<a href="#">+ Add Posting Descriptions</a>		

\*Visible: Internal Only

\*Description Type: Conditions of Employment

Description ID: Other Significant Factors

Description: Other Significant Factors: An employee serving under a term appointment shall not acquire permanent status on the basis of the term appointment, and shall not be converted to a regular Career Service appointment without further competition, unless eligible for reinstatement.

[+ Add Posting Descriptions](#)

c. Other Significant Factors (At-Will Statement):

\*Visible: Internal Only

\*Description Type: Conditions of Employment

Description ID: Other Significant Factors (At-Will)

Description: Other Significant Factors (At-Will): At-will employment applies to the Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

[+ Add Posting Descriptions](#)

Priority Consideration:

\*Visible: Internal Only

\*Description Type: Priority Consideration

Description ID: Displaced Employee Priority Placeme

Description: Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

[+ Add Posting Descriptions](#)

Employment Benefits:

\*Visible: Internal Only

\*Description Type: Employment Benefits

Description ID: Employee Benefits

Description: Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR).

[+ Add Posting Descriptions](#)

Residency Requirement:

*Visible:	Internal Only	
*Description Type:	Residency Requirement	
Description ID:	Residency Requirement	
Description:	Residency Requirement: This position is subject to the Residency Requirement. Any person appointed to this position shall be a bona fide resident at the time of appointment, or become a bona fide District resident within a 180 days from the effective date of the appointment, and shall maintain District residency for the duration of the appointment. Failure to establish or	  
<a href="#">+ Add Posting Descriptions</a>		

Information to Applicants

1. Drug-Free Workplace:

*Visible:	Internal Only	
*Description Type:	Information to Applicants	
Description ID:	Drug-Free Workplace	
Description:	Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.	  
<a href="#">+ Add Posting Descriptions</a>		

2. Veterans Preference:

*Visible:	Internal Only	
*Description Type:	Information to Applicants	
Description ID:	Veterans Preference	
Description:	Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.	  
<a href="#">+ Add Posting Descriptions</a>		

3. Others:

- a. If applicable add the following on the Statutorily-Mandated Freeze of Within-Grade Salary Increases: *“In accordance with the provisions of D.C. Law 18-223, time in a pay or non-pay status during the period beginning on October 1, 2010 through September 30, 2011 will not be creditable for within-grade salary increase purposes.”*
- b. If applicable add the following statement that the position is designated an emergency position:  
  
*“This position has been designated as an “emergency position.”*

- c. If applicable add the following statement that the position is designated an essential position:  
“This position has been designated as an “essential position.”
  
- d. If this position is covered under the Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (Act), effective April 13, 2005, add the following statement: “*This position may be subject to criminal background and/or traffic record checks as well as random drug and alcohol testing pursuant to D.C. Act 15-353 and D.C. Official Code 4-1501.01 et seq.*”

### How to Apply

#### Where to Apply (Judiciary Square):

*Visible:	Internal Only	
*Description Type:	How to Apply	
Description ID:	Where to Apply (Judiciary Square)	
Description:	Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700.	
<a href="#">+ Add Posting Descriptions</a>		

#### Contact Information:

*Visible:	Internal Only	
*Description Type:	How to Apply	
Description ID:	Contact Information	
Description:	Contact Information: All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700	
<a href="#">+ Add Posting Descriptions</a>		

#### Disposition of Resume:

*Visible:	Internal Only	
*Description Type:	How to Apply	
Description ID:	Disposition of Resume	
Description:	Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job	
<a href="#">+ Add Posting Descriptions</a>		

Posting Cancellation:

*Visible:	Internal Only	
*Description Type:	How to Apply	
Description ID:	Posting Cancellation	
Description:	Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.	
<a href="#">+ Add Posting Descriptions</a>		

Closing Statement:

*Visible:	Internal Only	
*Description Type:	Closing Statement	
Description ID:	Job Offers	
Description:	Job Offers: Official Job Offers are made by the Office of Human Resources Only.	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Closing Statement	
Description ID:	Notice of Non-Discrimination	
Description:	Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Closing Statement	
Description ID:	Equal Opportunity Employer	
Description:	Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.	
<a href="#">+ Add Posting Descriptions</a>		

*Visible:	Internal Only	
*Description Type:	Closing Statement	
Description ID:	EEO Statement	
Description:	EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.	
<a href="#">+ Add Posting Descriptions</a>		

## LIST OF TIER I, II & III AGENCIES

### TIER I & II AGENCIES

Office of the Chief Technology Officer (OCTO)
Office of Contracting and Procurement (OCP)
Department of Corrections (DOC)
Department of Consumer and Regulatory Affairs (DCRA)
Department of General Services (DGS)
Department of Health (DOH)
Department of Human Services (DHS)
Department of Insurance, Securities and Banking (DISB)
Department of the Environment (DDOE)
Department of Healthcare Finance (DHCF)
Deputy Mayor of Education (DME)
Department of Employment Services (DOES)
Fire and Emergency Medical Services (FEMS)
Deputy Mayor of Health and Human Services (DMHHS)
Office of the Inspector General (OIG)
Office of the Chief Medical Examiner (OCME)
Metropolitan Police Department (MPD) *Civilian Positions
Department of Motor Vehicles (DMV)
Office of Motion Picture Development (OMPTD)
Office of the State Superintendent of Education-State Education Office (OSSE)
Department of Parks and Recreation (DPR)
Deputy Mayor's Office of Planning and Economic Development (DMPED)
Department of Public Works (DPW)
District Department of Transportation (DDOT)
Office of Unified Communications (OUC)
Department of Youth Rehabilitation Services (DYRS)
Public Service Commission (PSC)-Independent

## TIER III AGENCIES

Office of African Affairs (OAA)
Office of Aging (DCOA)
Commission on the of Arts & Humanities (CAH)
Office of Asian Pacific Islander Affairs (APIA)
Boards and Commissions (BAC)
Office of the Chief of Staff –EOM (OCOS)
Office of the City Administrator (OCA)
Office of Communications (OOC)
Office of Community Relations (OCR)
Contract Appeals Board (CAB)-Independent
Department of Housing and Community Development (DHCD)
Department of Forensic Sciences (DFS)
Department of Small and Local Business Development (DSLBD)
Office of the Returning Citizens Affairs (EOM)
Office of Gay, Lesbian, Bisexual and Transgender Affairs (GLBT)
Office of the General Counsel (EOM)
Office of Justice Grants Administration & Victims Services (JGAVS)
Health Benefits Exchange (HBX)
Homeland Security and Emergency Management Administration (HSEMA)
Office of Human Rights (OHR)
Office of Labor Relations and Collective Bargaining (OLRCB)
Office of Latino Affairs (OLA)
Mayor’s Correspondence Unit (EOM)
Office of Cable Television (OCT)
Office of Community Affairs (EOM)
Office of Disability Rights (ODR)
Office of the Mayor (EOM)
Office of the Tenant Advocate (OTA)
Office of Policy and Legislative Affairs (OPLA)
Office of Planning (OP)
Deputy Mayor’s Office of Public Safety & Justice Cluster (DMPSJ)
Office of Religious Affairs (DCORA)
Office of Revenue Analysis (ORA)
Office of Risk Management (ORM)
Office of the Secretary (OOS)
D.C. Commission on National and Community Services (Serve DC)
D.C. Taxicab Commission (DCTC)
Office of Veteran Affairs (OVA)
Office of Women’s Policy and Initiatives (OWPI)
Youth Advisory Council (YAC)

Office of Administrative Hearings (OAH)- Independent
Advisory Neighborhood Commissions (ANC)-Independent
Alcoholic Beverage and Regulatory Affairs (ABRA)- Independent
Board of Real Property Assessment and Appeals Real Property Tax Appeals Commission (BRPAA)-Independent
Commission on Judicial Disabilities and Tenure (CJDT)-Independent
Criminal Justice Coordinating Council (CJCC)-Independent
Board of Elections (BOE)-Independent
D.C. National Guard (DCNG)-Independent
Office of Police Complaints (OPC)-Independent
District Commission of Sentencing and Criminal Code Revision (DCSC)-Independent
Office of Zoning (OZ)-Independent