Personnel Manual Issuance System

Positions Subject to Enhanced Suitability Screening

District Personnel Instruction No. 4-29

Effective Date	Expiration Date	Related DPM Chapters
December 17, 2015	**Retain Until Superseded**	**4**

NOTE: *This Instruction identifies positions subject to enhanced suitability pursuant to Chapter 4 of the District Personnel Manual. This Instruction supersedes prior designations made under Instructions 4-16, 4-19, 4-24, 4-27, and 4-28 for those agencies listed in Attachments 1-8. Prior designations of safety-sensitive under the Child and Youth Health and Safety Act continue in full force for those agencies that are not listed in this instruction. This instruction will be updated with additional positions subject to enhanced suitability as they are verified.*

Overview

It is the policy of the District government to assess the suitability – character, reputation, and fitness for duty – of each applicant, appointee, volunteer, and employee through uniform background checks and drug and alcohol testing, as deemed necessary, which meet the District government's need for flexible personnel administration, government accountability, individual privacy, and other constitutionally protected rights. This instruction reiterates the requirements for enhanced suitability screening for safety, protection, and security sensitive positions as indicated in Chapter 4, Suitability, of the D.C. personnel regulations. Specifically, it provides a listing of positions subject to criminal background, traffic record, drug and alcohol, and/or credit checks.

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Covered Positions

Appointees, volunteers, and employees are subject to enhanced suitability screenings as dictated by the applicable position. The types of covered positions subject to an enhanced suitability screening are categorized below.

ENHANCED SUITABILITY COVERED POSITIONS	
Category	**Description**
Safety Sensitive	Positions with duties or responsibilities that if performed while under the influence of drugs or alcohol could lead to a lapse of attention that could cause actual, immediate, and permanent physical injury or loss of life to self or others.
Protection Sensitive	Positions with duties and responsibilities that require caring for or ensuring the well-being of children or youth, patients, elders, or other vulnerable persons.
Security Sensitive	Positions of special trust including executive service, excepted service, and other positions that may reasonably be expected to affect the access to or control of activities, systems, or resources subject to misappropriation, malicious mischief, damage, or loss or impairment of communications or control. Positions located in secure facilities may also be deemed security sensitive at the discretion of the personnel authority.

Required Screenings by Position Type

Individuals who hold **safety sensitive** positions are subject to criminal background checks, traffic record checks (as applicable), pre-employment drug and alcohol, reasonable suspicion drug and alcohol, random drug and alcohol, post-accident or incident, return-to-duty, and follow-up drug and alcohol testing. Individuals who hold **protection sensitive** positions are

subject to criminal background checks, traffic record checks (as applicable), pre-employment drug or alcohol, reasonable suspicion drug and alcohol, post-accident or incident, return-to-duty, and follow-up drug and alcohol tests. Individuals in **security sensitive** positions must undergo a criminal background, traffic record, and pre-employment consumer credit check, reasonable suspicion drug and alcohol, and post-accident or incident drug and alcohol test.

Current Employees and Enhanced Suitability Screening

Current employees in covered positions are subject to any enhanced suitability screening required of their position at the time Chapter 4 goes into effect with the exception that current employees whose positions are designated as protection sensitive at the time these rules go into effect are not subject to an initial drug or alcohol test and current employees whose positions are designated security sensitive are not subject to an initial consumer credit check. All appointees and/or applicants will be required to adhere to any screening requirements at the time of selection.

Recertification of Suitability

Employees may be required to periodically recertify their suitability for employment with the District government based on their current role or their placement into a role that is covered by a different type of enhanced suitability screening.

1. **Criminal Background Checks**

   Employees in safety, protection, and security sensitive positions, are subject to a criminal background check on a biennial basis or whenever there is reasonable suspicion that an employee or volunteer has been arrested or charged with a criminal offense.

2. **Traffic Record Checks**

   Employees who occupy a covered position and drive vehicles for the District government are subject to a traffic check on a biennial basis.

3. **Status Changes**

   If an employee is promoted, demoted, reassigned or otherwise appointed to a position subject to enhanced suitability screening, they will be subject to any initial screening required of the new covered position.

ENHANCED SUITABILITY SCREENING TYPES	Safety Sensitive	Protection Sensitive	Security Sensitive
Criminal background check (Pre-employment and Biennial)	X	X	X
Traffic record check (as applicable/biennial)	X	X	X
Pre-employment drug and alcohol test	X	X	
Random drug and alcohol test	X		
Return-to-duty or follow up drug and alcohol test	X	X	
Consumer credit check (Pre-employment)			X

Notification

An individual who is currently occupying a covered position is subject to an enhanced suitability screening within forty-five (45) calendar days of the publication in the D.C. Register (DCR) of the notice of rulemaking that establishes the requirement to conduct any such screening. Each personnel authority will notify any individual currently occupying a covered position in writing that he or she is subject to an initial enhanced suitability screening prior to conducting any such screening. All current covered employees will receive individual notices by screening type for acknowledgement.

Positions subject to enhanced suitability screening are attached to this instruction. The position description for each covered position has been revised to include a statement of such designation, as well as a statement indicating that incumbents of the position will be subject to enhanced suitability screening. All appointees and/or applicants will be notified of any screening requirements at the time of application and selection.

Enhanced Suitability Screening Forms and Handling

Agencies will provide the applicant and/or employee the necessary forms to submit to the program administrator, DCHR, or the vendor for enhanced suitability screening after the conditional offer of employment is made. Agencies must utilize approved forms published by DCHR for suitability screenings. All forms related to suitability and the drug and alcohol program are available online at dchr.in.dc.gov. DCHR will retain any forms related to enhanced suitability screening. Supporting documents and screening results will be tracked in Quickbase, an encrypted database. Agencies will be provided access to Quickbase to review status updates for ongoing enhanced suitability screenings. Notices related to the final enhanced suitability determination received by the agency should be stored in a confidential folder separate from the OPF for recordkeeping purposes in case of an audit or an appeal.

Training

All District supervisors and managers are required to undergo training in drug abuse detection and recognition, documentation, intervention, and any other appropriate topics, for supervisors and managers in agencies with covered employees.

Collective Bargaining Agreements

DCHR or the personnel authority will review the union status of each employee prior to administering enhanced suitability screening. If an employee belongs to a union, any enhanced screening performed will be conducted in accordance with the collective bargaining agreement (CBA). If the procedures in the CBA differ from those outlined in Chapter 4, Suitability, DCHR or the personnel authority will follow the procedures noted in the CBA.

Legal

Regulatory Authority

The information provided in this instruction is pursuant to Chapter 4 of the D.C. personnel regulations, *Suitability*.

Applicability

This instruction applies to those District government agencies that are subordinate to the Mayor's personnel authority and those personnel authorities that have adopted these procedures.

The positions designated as safety, protection and security sensitive in this Instruction apply only to those agencies listed in Attachments 1 – 8 and supersede any prior designations under the Child and Youth Health and Safety Act for the specified agencies. For those agencies that are not listed, any prior safety-sensitive position designations remain in effect.

Definitions

As used in this instruction –

- "appointee" means a person who has been made a conditional job offer to a position, compensated or voluntary, subject to the satisfactory completion of a general or enhanced suitability screening.
- "personnel authority" means an individual or entity with the authority to administer all or part of a personnel management program as provided in Title IV of the Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code §§ 1-604.01, et seq.).
- "post-accident or post-incident test" means an examination that is administered to a District government employee who, while on duty, is involved in a vehicular or other type of accident resulting in personal injury, property damage, or both, in which the cause of the accident could reasonably be believed to have been the result, in whole or in part, from the use of a drug or alcohol on part of the employee.
- "reasonable suspicion test" means an examination that is administered to a District government employee based on the reasonable belief by a supervisor that an employee is under the influence of a drug or alcohol to the extent that the employee's ability to perform his or her job is impaired.
- "random drug or alcohol test" means an examination that is administered to a District government employee in a safety sensitive position, at an unspecified time, for the purpose of determining whether the employee has used drugs or alcohol and, as a result, is unable to satisfactorily perform his or her employment duties.
- "return-to-duty test" means a one-time, announced drug and/or alcohol test required as a condition of an employee's return to the workplace upon satisfactorily completing required treatment for substance abuse.

Additional Information

For additional information on the enhanced suitability screening process, please refer to Chapter 4, Suitability, of the D.C. personnel regulations or the Suitability Guide located on the DCHR website under the policy and procedure tab; click Electronic-District Personnel Manual (E-DPM) at dchr.dc.gov. For additional information concerning this instruction, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.

Ventris C. Gibson
Director

Attachments

Attachment 1 –
D.C. National Guard

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D.C. National Guard			
Position Number	**Position Title**	**Grade**	**Type**
00078135	Custodial Worker	03	Safety
00078151	Custodial Worker	03	Safety
00085218	Engineering Equipment Operator	09	Safety
00085679	Engineering Equipment Operator	09	Safety
00078000	Environmental Protection Specialist	11	Safety
00038886	Instrument Mechanic	10	Safety
00029018	Maintenance Mechanic	10	Safety
00036038	Maintenance Mechanic	10	Safety
00037651	Maintenance Mechanic Foreman	10	Safety
00017498	Maintenance Mechanic Supervisor	11	Safety
00019259	Maintenance Worker	06	Safety
00025057	Maintenance Worker	06	Safety
00016233	Maintenance Worker	07	Safety
00022352	Maintenance Worker	07	Safety
00022352	Maintenance Worker	07	Safety
00029020	Maintenance Worker	07	Safety
00042663	Maintenance Worker	07	Safety
00010744	Maintenance Worker	08	Safety
00040732	Maintenance Worker	08	Safety
00042007	Utility System Repair Operator	10	Safety
00011084	Cadre Shift Supervisor	08	Protection
00012350	Cadre Shift Supervisor	08	Protection
00013705	Cadre Shift Supervisor	08	Protection
00016788	Cadre Shift Supervisor	08	Protection
00018628	Cadre Shift Supervisor	08	Protection
00019143	Cadre Shift Supervisor	08	Protection
00043078	Cadre Team Leader	06	Protection
00019539	Cadre Team Leader	07	Protection
00023154	Cadre Team Leader	07	Protection
00042693	Cadre Team Leader	07	Protection
00042695	Cadre Team Leader	07	Protection
00042696	Cadre Team Leader	07	Protection
00042697	Cadre Team Leader	07	Protection
00042698	Cadre Team Leader	07	Protection
00043012	Cadre Team Leader	07	Protection
00043013	Cadre Team Leader	07	Protection
00043014	Cadre Team Leader	07	Protection
00043063	Cadre Team Leader	07	Protection
00043064	Cadre Team Leader	07	Protection

00043079	Cadre Team Leader	07	Protection
00043398	Cadre Team Leader	07	Protection
00043454	Cadre Team Leader	07	Protection
00043800	Cadre Team Leader	07	Protection
00043801	Cadre Team Leader	07	Protection
00043802	Cadre Team Leader	07	Protection
00043803	Cadre Team Leader	07	Protection
00043804	Cadre Team Leader	07	Protection
00043867	Cadre Team Leader	07	Protection
00042692	Case Manager	06	Protection
00042793	Case Manager	06	Protection
00043311	Case Manager	06	Protection
00043738	Case Manager	06	Protection
00047662	Case Manager	06	Protection
00048761	Case Manager	06	Protection
00042699	Commandant	10	Protection
00010646	Deputy Commandant	09	Protection
00042689	Deputy Program Manager	12	Protection
00042702	It Specialist (Data Management)	09	Protection
00042690	Lead Training Instructor	10	Protection
00042691	Lead Youth Counselor	10	Protection
00048579	Program Manager	13	Protection
00078049	Program Support Assistant	07	Protection
00051500	Recruitment Placement & Mentor Coordinator	10	Protection
00051500	Recruitment Placement & Mentor Recruiter	10	Protection
00083718	Recruitment Placement Mentor Assistant	08	Protection
00085529	Recruitment Placement Mentor Assistant	08	Protection
00046657	Supply Management Specialist	09	Protection
00011459	Supply Technician	07	Protection
00042703	Training Instructor	09	Protection
00042704	Training Instructor	09	Protection
00042705	Training Instructor	09	Protection
00043065	Training Instructor	09	Protection
00043076	Training Instructor	09	Protection
00011828	Youth Counselor	09	Protection
00011829	Youth Counselor	09	Protection
00037664	Youth Counselor	09	Protection
00048844	Youth Program Coordinator	10	Protection
00085216	Administrative Assistant	07	Security
00045430	Administrative Assistant	09	Security
00048196	Administrative Assistant	09	Security

00077904	Budget Technician	10	Security
00077888	Civil Engineer	11	Security
00046235	Contract Administrator	12	Security
00045373	Contract Specialist	11	Security
00043399	Director of Operations	14	Security
00051439	Distance Learning Ctr. Manager	13	Security
00083228	Electronics Technician	11	Security
00083229	Electronics Technician (Lead)	12	Security
00013968	Executive Administrative Officer	11	Security
00023067	Facility Management Specialist	09	Security
00075370	Facility Management Specialist	09	Security
00071984	Facility Manager	12	Security
00016582	Facility Specialist	09	Security
00078021	Family Program Specialist	12	Security
00026321	Financial Specialist	09	Security
00051326	Financial Technician	07	Security
00078187	Force Protection Information Specialist	12	Security
00044513	Grants Management Specialist	11	Security
00044508	Human Resources Assistant	06	Security
00047237	Human Resources Assistant (Military)	09	Security
00073371	Human Resources Specialist	09	Security
00085353	Human Resources Specialist	11	Security
00044220	Human Resources Specialist	12	Security
00065464	Information Technology Specialist	13	Security
00085716	Information Technology Specialist	11	Security
00085217	Information Technology Specialist	11	Security
00051355	Information Technology Specialist (IEMS)	09	Security
00043175	Logistics Coordinator	07	Security
00011762	Master Planner	12	Security
00045382	Management Assistant	10	Security
00044588	Planning and Operations Specialist	12	Security
00047663	Planning and Operations Specialist	12	Security
00047240	Production Control (Automation)	07	Security
00044221	Program Analyst	13	Security
00042537	Project Manager (Anti-Terrorism)	11	Security
00004775	Real Property Specialist	09	Security
00012209	Safety & Occupational Health Specialist	09	Security
00023629	Secretary	07	Security
00051097	Security Assistant	08	Security
00083230	Security Specialist (Anti-terrorism)	12	Security
00004595	Support Services Specialist	09	Security

Attachment 2 –
D.C. Public Library

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D.C. Public Library			
Position Number	**Position Title**	**Grade**	**Type**
00000279	Librarian (Jail Services)	09	Safety
0085426	Librarian (Jail Services)		Safety
00009867	Motor Vehicle Operator	06	Safety
00017338	Motor Vehicle Operator	06	Safety
00019576	Motor Vehicle Operator	06	Safety
00038920	Motor Vehicle Operator	06	Safety
00046874	Motor Vehicle Operator	06	Safety
00082377	Motor Vehicle Operator	06	Safety
00082378	Motor Vehicle Operator	06	Safety
00082387	Motor Vehicle Operator	06	Safety
00021947	Sergeant	08	Safety
00047171	Sergeant	08	Safety
00047172	Sergeant	08	Safety
00002166	Special Police Officer	06	Safety
00005981	Special Police Officer	06	Safety
00006203	Special Police Officer	06	Safety
00008086	Special Police Officer	06	Safety
00010463	Special Police Officer	06	Safety
00015609	Special Police Officer	06	Safety
00016775	Special Police Officer	06	Safety
00017441	Special Police Officer	06	Safety
00025188	Special Police Officer	06	Safety
00026080	Special Police Officer	06	Safety
00034028	Special Police Officer	06	Safety
00037781	Special Police Officer	06	Safety
00044131	Special Police Officer	06	Safety
00046406	Special Police Officer	06	Safety
00082312	Special Police Officer	06	Safety
00082313	Special Police Officer	06	Safety
00082314	Special Police Officer	06	Safety
00082315	Special Police Officer	06	Safety
00082316	Special Police Officer	06	Safety
00082317	Special Police Officer	06	Safety
00082333	Special Police Officer	06	Safety
00082390	Special Police Officer	06	Safety
00028307	Special Police Officer	07	Safety
00028337	Special Police Officer	07	Safety
00012823	Supervisory Special Police Officer	11	Safety
00012411	Administrative Librarian	13	Protection

00013813	Administrative Librarian	13	Protection
00016135	Admin Librarian	14	Protection
00000235	Administrative Assistant	07	Protection
00008014	Adult Librarian	09	Protection
00082133	Adult Librarian	09	Protection
00082134	Adult Librarian	09	Protection
00082135	Adult Librarian	09	Protection
00082136	Adult Librarian	09	Protection
00082138	Adult Librarian	09	Protection
00082139	Adult Librarian	09	Protection
00082141	Adult Librarian	09	Protection
00082142	Adult Librarian	09	Protection
00082143	Adult Librarian	09	Protection
00082144	Adult Librarian	09	Protection
00082145	Adult Librarian	09	Protection
00082148	Adult Librarian	09	Protection
00082149	Adult Librarian	09	Protection
00082150	Adult Librarian	09	Protection
00082162	Adult Librarian	09	Protection
00076985	Adult Programs & Partnerships	12	Protection
00076980	Assistant Director, Partnerships	14	Protection
00047444	Assistant Director, Public Services	14	Protection
00048058	Assistant Director, Public Services	14	Protection
00001316	Children's Librarian	09	Protection
00010665	Children's Librarian	09	Protection
00022428	Children's Librarian	09	Protection
00039288	Children's Librarian	09	Protection
00073144	Children's Librarian	09	Protection
00082323	Children's Librarian	09	Protection
00009907	Children's Librarian	11	Protection
00010129	Children's Librarian	11	Protection
00012950	Children's Librarian	11	Protection
00015570	Children's Librarian	11	Protection
00033340	Children's Librarian	11	Protection
00070165	Children's Librarian	11	Protection
00073149	Children's Librarian	11	Protection
00075027	Children's Librarian	11	Protection
00076983	Children's Librarian	11	Protection
00016063	Children's Programs & Partnerships	12	Protection
00009168	Circulation Services Manager	13	Protection
00002293	Collections Librarian	11	Protection

00082322	Health/Human Services Program Coordinator	12	Protection
00000423	Librarian	09	Protection
00011604	Librarian	09	Protection
00015269	Librarian	09	Protection
00021973	Librarian	09	Protection
00044274	Librarian	09	Protection
00075610	Librarian	09	Protection
00082319	Librarian	09	Protection
00082320	Librarian	09	Protection
00082321	Librarian	09	Protection
00082324	Librarian	09	Protection
00082325	Librarian	09	Protection
00082326	Librarian	09	Protection
00082327	Librarian	09	Protection
00082328	Librarian	09	Protection
00082330	Librarian	09	Protection
00000010	Librarian	11	Protection
00000183	Librarian	11	Protection
00001338	Librarian	11	Protection
00001708	Librarian	11	Protection
00002262	Librarian	11	Protection
00002879	Librarian	11	Protection
00003049	Librarian	11	Protection
00005172	Librarian	11	Protection
00005760	Librarian	11	Protection
00006347	Librarian	11	Protection
00006461	Librarian	11	Protection
00006908	Librarian	11	Protection
00007258	Librarian	11	Protection
00007632	Librarian	11	Protection
00007674	Librarian	11	Protection
00008226	Librarian	11	Protection
00008380	Librarian	11	Protection
00008890	Librarian	11	Protection
00009775	Librarian	11	Protection
00009896	Librarian	11	Protection
00010940	Librarian	11	Protection
00011090	Librarian	11	Protection
00011094	Librarian	11	Protection
00011537	Librarian	11	Protection
00011621	Librarian	11	Protection

00011851	Librarian	11	Protection
00012329	Librarian	11	Protection
00012608	Librarian	11	Protection
00012673	Librarian	11	Protection
00012704	Librarian	11	Protection
00013157	Librarian	11	Protection
00014015	Librarian	11	Protection
00014689	Librarian	11	Protection
00015132	Librarian	11	Protection
00015349	Librarian	11	Protection
00016152	Librarian	11	Protection
00018822	Librarian	11	Protection
00020345	Librarian	11	Protection
00021004	Librarian	11	Protection
00025885	Librarian	11	Protection
00028305	Librarian	11	Protection
00028308	Librarian	11	Protection
00028314	Librarian	11	Protection
00028341	Librarian	11	Protection
00028368	Librarian	11	Protection
00032397	Librarian	11	Protection
00032535	Librarian	11	Protection
00033014	Librarian	11	Protection
00033090	Librarian	11	Protection
00034020	Librarian	11	Protection
00039213	Librarian	11	Protection
00039285	Librarian	11	Protection
00039290	Librarian	11	Protection
00039805	Librarian	11	Protection
00042685	Librarian	11	Protection
00044381	Librarian	11	Protection
00050764	Librarian	11	Protection
00073143	Librarian	11	Protection
00073145	Librarian	11	Protection
00075026	Librarian	11	Protection
00076973	Librarian	11	Protection
00076974	Librarian	11	Protection
00076978	Librarian	11	Protection
00032323	Librarian	12	Protection
00013454	Librarian	13	Protection
00033391	Librarian (Adaptive Technology)	11	Protection

00000190	Library Associate	07	Protection
00003263	Library Associate	07	Protection
00004212	Library Associate	07	Protection
00007200	Library Associate	07	Protection
00011100	Library Associate	07	Protection
00016383	Library Associate	07	Protection
00016720	Library Associate	07	Protection
00034898	Library Associate	07	Protection
00035115	Library Associate	07	Protection
00035126	Library Associate	07	Protection
00039284	Library Associate	07	Protection
00039292	Library Associate	07	Protection
00044132	Library Associate	07	Protection
00075025	Library Associate	07	Protection
00075608	Library Associate	07	Protection
00075609	Library Associate	07	Protection
00076996	Library Associate	07	Protection
00077000	Library Associate	07	Protection
00077002	Library Associate	07	Protection
00077004	Library Associate	07	Protection
00077005	Library Associate	07	Protection
00082156	Library Associate	07	Protection
00082157	Library Associate	07	Protection
00082158	Library Associate	07	Protection
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00082181	Library Associate	07	Protection
00082182	Library Associate	07	Protection
00082203	Library Associate	07	Protection
00082204	Library Associate	07	Protection
00082212	Library Associate	07	Protection
00082213	Library Associate	07	Protection
00082214	Library Associate	07	Protection
00082217	Library Associate	07	Protection
00082218	Library Associate	07	Protection
00082220	Library Associate	07	Protection
00082222	Library Associate	07	Protection
00082223	Library Associate	07	Protection
00082224	Library Associate	07	Protection
00082226	Library Associate	07	Protection
00082231	Library Associate	07	Protection
00082233	Library Associate	07	Protection
00082235	Library Associate	07	Protection
00082236	Library Associate	07	Protection
00082238	Library Associate	07	Protection
00082240	Library Associate	07	Protection
00082241	Library Associate	07	Protection
00082243	Library Associate	07	Protection
00000471	Library Associate	08	Protection
00002058	Library Associate	08	Protection
00003382	Library Associate	08	Protection
00009563	Library Associate	08	Protection
00013096	Library Associate	08	Protection
00015744	Library Associate	08	Protection
00016474	Library Associate	08	Protection
00016544	Library Associate	08	Protection
00018165	Library Associate	08	Protection
00020185	Library Associate	08	Protection
00024502	Library Associate	08	Protection
00024712	Library Associate	08	Protection
00028316	Library Associate	08	Protection
00034820	Library Associate	08	Protection
00034933	Library Associate	08	Protection
00034948	Library Associate	08	Protection
00035105	Library Associate	08	Protection
00039281	Library Associate	08	Protection
00039282	Library Associate	08	Protection

00039287	Library Associate	08	Protection
00039296	Library Associate	08	Protection
00039300	Library Associate	08	Protection
00044150	Library Associate	08	Protection
00044151	Library Associate	08	Protection
00044656	Library Associate	08	Protection
00047773	Library Associate	08	Protection
00048083	Library Associate	08	Protection
00070162	Library Associate	08	Protection
00073153	Library Associate	08	Protection
00073155	Library Associate	08	Protection
00075024	Library Associate	08	Protection
00075029	Library Associate	08	Protection
00076971	Library Associate	08	Protection
00076993	Library Associate	08	Protection
00076994	Library Associate	08	Protection
00076997	Library Associate	08	Protection
00076999	Library Associate	08	Protection
00077007	Library Associate	08	Protection
00082152	Library Associate	08	Protection
00082154	Library Associate	08	Protection
00082160	Library Associate	08	Protection
00082164	Library Associate	08	Protection
00082201	Library Associate	08	Protection
00082202	Library Associate	08	Protection
00082205	Library Associate	08	Protection
00082206	Library Associate	08	Protection
00082208	Library Associate	08	Protection
00082209	Library Associate	08	Protection
00082221	Library Associate	08	Protection
00082228	Library Associate	08	Protection
00082232	Library Associate	08	Protection
00082245	Library Associate	08	Protection
00082200	Library Associate		Protection
00005755	Library Technician	04	Protection
00009848	Library Technician	04	Protection
00009855	Library Technician	04	Protection
00014938	Library Technician	04	Protection
00016437	Library Technician	04	Protection
00018649	Library Technician	04	Protection
00020743	Library Technician	04	Protection

00033512	Library Technician	04	Protection
00035249	Library Technician	04	Protection
00043344	Library Technician	04	Protection
00047793	Library Technician	04	Protection
00048070	Library Technician	04	Protection
00075028	Library Technician	04	Protection
00075605	Library Technician	04	Protection
00076970	Library Technician	04	Protection
00077008	Library Technician	04	Protection
00077010	Library Technician	04	Protection
00082184	Library Technician	04	Protection
00082185	Library Technician	04	Protection
00082186	Library Technician	04	Protection
00082187	Library Technician	04	Protection
00082188	Library Technician	04	Protection
00082189	Library Technician	04	Protection
00082190	Library Technician	04	Protection
00082191	Library Technician	04	Protection
00082192	Library Technician	04	Protection
00082194	Library Technician	04	Protection
00082195	Library Technician	04	Protection
00082196	Library Technician	04	Protection
00082260	Library Technician	04	Protection
00082262	Library Technician	04	Protection
00082264	Library Technician	04	Protection
00082266	Library Technician	04	Protection
00082269	Library Technician	04	Protection
00082277	Library Technician	04	Protection
00082279	Library Technician	04	Protection
00082281	Library Technician	04	Protection
00082284	Library Technician	04	Protection
00082285	Library Technician	04	Protection
00082294	Library Technician	04	Protection
00082295	Library Technician	04	Protection
00082296	Library Technician	04	Protection
00082298	Library Technician	04	Protection
00082299	Library Technician	04	Protection
00082300	Library Technician	04	Protection
00082301	Library Technician	04	Protection
00082302	Library Technician	04	Protection
00082304	Library Technician	04	Protection

00082305	Library Technician	04	Protection
00082306	Library Technician	04	Protection
00082307	Library Technician	04	Protection
00082308	Library Technician	04	Protection
00082309	Library Technician	04	Protection
00082310	Library Technician	04	Protection
00082311	Library Technician	04	Protection
00000577	Library Technician	05	Protection
00023899	Library Technician	05	Protection
00000216	Library Technician	05	Protection
00000940	Library Technician	05	Protection
00001946	Library Technician	05	Protection
00004605	Library Technician	05	Protection
00004883	Library Technician	05	Protection
00006415	Library Technician	05	Protection
00006608	Library Technician	05	Protection
00007073	Library Technician	05	Protection
00007250	Library Technician	05	Protection
00007317	Library Technician	05	Protection
00007445	Library Technician	05	Protection
00007676	Library Technician	05	Protection
00008899	Library Technician	05	Protection
00009821	Library Technician	05	Protection
00010266	Library Technician	05	Protection
00010817	Library Technician	05	Protection
00010974	Library Technician	05	Protection
00012694	Library Technician	05	Protection
00014525	Library Technician	05	Protection
00014574	Library Technician	05	Protection
00014789	Library Technician	05	Protection
00014814	Library Technician	05	Protection
00014879	Library Technician	05	Protection
00015802	Library Technician	05	Protection
00016040	Library Technician	05	Protection
00016129	Library Technician	05	Protection
00016697	Library Technician	05	Protection
00016895	Library Technician	05	Protection
00017511	Library Technician	05	Protection
00017719	Library Technician	05	Protection
00017966	Library Technician	05	Protection
00018008	Library Technician	05	Protection

00019020	Library Technician	05	Protection
00020116	Library Technician	05	Protection
00021259	Library Technician	05	Protection
00021599	Library Technician	05	Protection
00022232	Library Technician	05	Protection
00023236	Library Technician	05	Protection
00023940	Library Technician	05	Protection
00024614	Library Technician	05	Protection
00025015	Library Technician	05	Protection
00025027	Library Technician	05	Protection
00025401	Library Technician	05	Protection
00025766	Library Technician	05	Protection
00025937	Library Technician	05	Protection
00026193	Library Technician	05	Protection
00026701	Library Technician	05	Protection
00026720	Library Technician	05	Protection
00027224	Library Technician	05	Protection
00027445	Library Technician	05	Protection
00027491	Library Technician	05	Protection
00032670	Library Technician	05	Protection
00032983	Library Technician	05	Protection
00034024	Library Technician	05	Protection
00034938	Library Technician	05	Protection
00034987	Library Technician	05	Protection
00035137	Library Technician	05	Protection
00036289	Library Technician	05	Protection
00038930	Library Technician	05	Protection
00039298	Library Technician	05	Protection
00042230	Library Technician	05	Protection
00043343	Library Technician	05	Protection
00044153	Library Technician	05	Protection
00044568	Library Technician	05	Protection
00044660	Library Technician	05	Protection
00046902	Library Technician	05	Protection
00046907	Library Technician	05	Protection
00048085	Library Technician	05	Protection
00073142	Library Technician	05	Protection
00073156	Library Technician	05	Protection
00073157	Library Technician	05	Protection
00073158	Library Technician	05	Protection
00073159	Library Technician	05	Protection

00075021	Library Technician	05	Protection
00075022	Library Technician	05	Protection
00075023	Library Technician	05	Protection
00075601	Library Technician	05	Protection
00076992	Library Technician	05	Protection
00077011	Library Technician	05	Protection
00082252	Library Technician	05	Protection
00082254	Library Technician	05	Protection
00007182	Library Technician	06	Protection
00014338	Library Technician	06	Protection
00018355	Library Technician	06	Protection
00018655	Library Technician	06	Protection
00025456	Library Technician	06	Protection
00015515	Library Technician	07	Protection
00020648	Library Technician	07	Protection
00021158	Library Technician	07	Protection
00039286	Library Technician	07	Protection
00024286	Library Technician	08	Protection
00015662	Library Technician (Inventory)	08	Protection
00005669	Outreach Specialist	11	Protection
00073151	Outreach Specialist	11	Protection
00082162	School Liaison	12	Protection
00001559	Supervisory Librarian	13	Protection
00001948	Supervisory Librarian	13	Protection
00002663	Supervisory Librarian	13	Protection
00002708	Supervisory Librarian	13	Protection
00006377	Supervisory Librarian	13	Protection
00006856	Supervisory Librarian	13	Protection
00008499	Supervisory Librarian	13	Protection
00010737	Supervisory Librarian	13	Protection
00011697	Supervisory Librarian	13	Protection
00011965	Supervisory Librarian	13	Protection
00013410	Supervisory Librarian	13	Protection
00014014	Supervisory Librarian	13	Protection
00015073	Supervisory Librarian	13	Protection
00015622	Supervisory Librarian	13	Protection
00017183	Supervisory Librarian	13	Protection
00020073	Supervisory Librarian	13	Protection
00020190	Supervisory Librarian	13	Protection
00020535	Supervisory Librarian	13	Protection
00021737	Supervisory Librarian	13	Protection

00024036	Supervisory Librarian	13	Protection
00024606	Supervisory Librarian	13	Protection
00025387	Supervisory Librarian	13	Protection
00027833	Supervisory Librarian	13	Protection
00039803	Supervisory Librarian	13	Protection
00043327	Supervisory Librarian	13	Protection
00070145	Supervisory Librarian	13	Protection
00070159	Supervisory Librarian	13	Protection
00070161	Supervisory Librarian	13	Protection
00070164	Supervisory Librarian	13	Protection
00073140	Supervisory Librarian	13	Protection
00075606	Supervisory Librarian	13	Protection
00076972	Supervisory Librarian	13	Protection
00076979	Supervisory Librarian	13	Protection
00010540	Supervisory Library Technician	08	Protection
00021989	Supervisory Library Technician	08	Protection
00003528	Teen Aide	01	Protection
00046485	Teen Aide	01	Protection
00046487	Teen Aide	01	Protection
00046490	Teen Aide	01	Protection
00046497	Teen Aide	01	Protection
00046504	Teen Aide	01	Protection
00046735	Teen Aide	01	Protection
00046737	Teen Aide	01	Protection
00046738	Teen Aide	01	Protection
00047955	Teen Aide	01	Protection
00047957	Teen Aide	01	Protection
00047968	Teen Aide	01	Protection
00047973	Teen Aide	01	Protection
00047974	Teen Aide	01	Protection
00047984	Teen Aide	01	Protection
00047990	Teen Aide	01	Protection
00047994	Teen Aide	01	Protection
00047997	Teen Aide	01	Protection
00048003	Teen Aide	01	Protection
00048004	Teen Aide	01	Protection
00048007	Teen Aide	01	Protection
00048009	Teen Aide	01	Protection
00048015	Teen Aide	01	Protection
00077012	Teen Aide	01	Protection
00077013	Teen Aide	01	Protection

00046571	Teen Programs & Partnerships Coordinator	12	Protection
00034025	Volunteer Coordinator	09	Protection
00013935	Accounts Payable Supervisor	12	Security
00082318	Administrative Support Assistant (Foundation)	09	Security
00045602	Contract Specialist	12	Security
00045601	Contract Specialist/Procurement	13	Security
00041080	Deputy Director, Human Resources	14	Security
00043831	Director, Business Operations	10	Security
00001505	Director, Human Resources	16	Security
00044481	Director, Information Technology	15	Security
00002711	Executive Director	11	Security
00040923	Executive Director, Library Foundation	16	Security
00000923	Grants Specialist	11	Security
00048796	Human Resources Assistant	07	Security
00025441	Human Resources Assistant	08	Security
00023322	Human Resources Assistant	09	Security
00015536	Human Resources Specialist	12	Security
00011935	Human Resources Specialist (Employee)	13	Security
00045365	Information Technology Specialist	12	Security
00044647	Information Technology Specialist	13	Security
00013149	Information Technology Specialist (Customer Support)	11	Security
00022786	Information Technology Specialist (Customer Support)	11	Security
00025042	Information Technology Specialist (Customer Support)	11	Security
00045913	Information Technology Specialist (Customer Support)	11	Security
00077006	Information Technology Specialist (Customer Support)	11	Security
00082371	Information Technology Specialist (Customer Support)	11	Security
00082372	Information Technology Specialist (Customer Support)	11	Security
00082373	Information Technology Specialist (Customer Support)	11	Security
00082374	Information Technology Specialist (Customer Support)	11	Security
00082376	Information Technology Specialist (Customer Support)	11	Security
00018325	Information Technology Specialist (Customer Support)	13	Security
00044648	Supervisory Contract Specialist	15	Security

00076982	Supervisory Information Technology Specialist	14	Security
00000001	Systems Librarian	12	Security
00047429	Workforce Training & Development Manager	14	Security

Attachment 3 –
D.C. Taxicab Commission

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DC Taxicab Commission			
Position Number	**Position Title**	**Grade**	**Type**
00001132	Administrative Officer	14	Security
00002376	Chairman DC Taxicab Commission	10	Security
00076702	Chief Of Operations	15	Security
00082576	IT Program Manager	14	Security
00014528	Lead Public Vehicle Enforcement Inspector	11	Security
00018364	Lead Public Vehicle Enforcement Inspector	11	Security
00070215	Lead Public Vehicle Enforcement Inspector	11	Security
00082577	Management Liaison Specialist	13	Security
00031839	Program Support Specialist	09	Security
00075210	Program Support Specialist	09	Security
00020708	Program Support Specialist	11	Security
00020238	Public Vehicle Enforcement Inspector	07	Security
00022000	Public Vehicle Enforcement Inspector	07	Security
00031838	Public Vehicle Enforcement Inspector	07	Security
00070216	Public Vehicle Enforcement Inspector	07	Security
00070924	Public Vehicle Enforcement Inspector	07	Security
00070925	Public Vehicle Enforcement Inspector	07	Security
00075186	Public Vehicle Enforcement Inspector	07	Security
00014703	Public Vehicle Enforcement Inspector	09	Security
00026266	Public Vehicle Enforcement Inspector	09	Security
00070923	Public Vehicle Enforcement Inspector	09	Security
00082578	Supervisory Public Vehicle Enforcement	12	Security

Attachment 4 –
Department on Disability Services

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Department on Disability Services			
Position Number	**Position Title**	**Grade**	**Type**
00018861	Benefits Specialist	12	Protection
00030349	Blind Rehabilitation Specialist	12	Protection
00015394	Client Services Liaison	12	Protection
00030289	Client Services Liaison	12	Protection
00014161	Clinical Psychologist	14	Protection
00017986	Community Liaison Specialist	12	Protection
00032377	Community Liaison Specialist	12	Protection
00000130	Compliance Specialist	12	Protection
00009711	Compliance Specialist	12	Protection
00011071	Compliance Specialist	12	Protection
00011279	Compliance Specialist	12	Protection
00024960	Customer Relations Specialist	12	Protection
00083423	Deputy Director for Administration	16	Protection
00009478	Deputy Director for RSA	16	Protection
00043927	Director	E5	Protection
00000714	Employment Coordinator	11	Protection
00022941	Employment Coordinator	11	Protection
00030245	Family Team Meeting Facilitator	13	Protection
00044635	Intake Specialist (Bilingual)	09	Protection
00009143	Interpreter (American Sign)	13	Protection
00005922	Investigator	12	Protection
00007520	Investigator	12	Protection
00008204	Investigator	12	Protection
00009918	Investigator	12	Protection
00010218	Investigator	12	Protection
00021610	Investigator	12	Protection
00021898	Investigator	12	Protection
00030299	Investigator	12	Protection
00030784	Investigator	12	Protection
00030290	Investigator	13	Protection
00030303	Investigator	13	Protection
00006695	Lead Service Coordinator	12	Protection
00012947	Lead Service Coordinator	12	Protection
00013170	Lead Service Coordinator	12	Protection
00021526	Lead Service Coordinator	12	Protection
00025044	Lead Service Coordinator	12	Protection
00026351	Lead Service Coordinator	12	Protection
00030283	Lead Service Coordinator	12	Protection
00030284	Lead Service Coordinator	12	Protection

00030285	Lead Service Coordinator	12	Protection
00030834	Lead Service Coordinator	12	Protection
00077705	Lead Service Coordinator	12	Protection
00010382	Nurse Consultant	11	Protection
00011296	Nurse Consultant	11	Protection
00013562	Nurse Consultant	11	Protection
00021364	Nurse Consultant	11	Protection
00030316	Nurse Consultant	11	Protection
00030842	Nurse Consultant	11	Protection
00030627	Operations Program Manager	15	Protection
00071931	Orientation and Mobility Specialist	12	Protection
00010623	Quality Assurance and Compliance	12	Protection
00015553	Quality Assurance and Compliance	12	Protection
00033773	Quality Assurance and Compliance	12	Protection
00016261	Quality Assurance and Compliance	14	Protection
00000603	Quality Improvement Specialist	12	Protection
00005972	Quality Improvement Specialist	12	Protection
00036352	Quality Improvement Specialist	12	Protection
00077659	Quality Improvement Specialist	12	Protection
00009252	Rehabilitation Assistant	08	Protection
00016093	Rehabilitation Assistant	08	Protection
00018136	Rehabilitation Assistant	08	Protection
00022531	Rehabilitation Assistant	08	Protection
00025466	Rehabilitation Assistant	08	Protection
00033222	Rehabilitation Assistant	08	Protection
00015949	Resource Specialist	11	Protection
00016332	Resource Specialist	11	Protection
00030585	Resource Specialist	11	Protection
00009519	Resource Specialist	12	Protection
00010350	Resource Specialist	12	Protection
00020933	Resource Specialist	12	Protection
00035412	Resource Specialist	12	Protection
00010877	Resource Specialist	13	Protection
00030297	Rights and Advocacy Specialist	13	Protection
00077661	Rights and Advocacy Specialist	13	Protection
00009093	RSA Intake Supervisor	13	Protection
00000310	Service Coordinator	11	Protection
00002077	Service Coordinator	11	Protection
00002433	Service Coordinator	11	Protection
00004572	Service Coordinator	11	Protection
00004698	Service Coordinator	11	Protection

00004884	Service Coordinator	11	Protection
00005095	Service Coordinator	11	Protection
00005482	Service Coordinator	11	Protection
00005630	Service Coordinator	11	Protection
00007882	Service Coordinator	11	Protection
00007895	Service Coordinator	11	Protection
00008328	Service Coordinator	11	Protection
00009316	Service Coordinator	11	Protection
00009434	Service Coordinator	11	Protection
00010370	Service Coordinator	11	Protection
00010405	Service Coordinator	11	Protection
00012655	Service Coordinator	11	Protection
00016035	Service Coordinator	11	Protection
00016874	Service Coordinator	11	Protection
00018363	Service Coordinator	11	Protection
00019422	Service Coordinator	11	Protection
00019720	Service Coordinator	11	Protection
00020639	Service Coordinator	11	Protection
00021272	Service Coordinator	11	Protection
00022295	Service Coordinator	11	Protection
00023553	Service Coordinator	11	Protection
00025325	Service Coordinator	11	Protection
00026070	Service Coordinator	11	Protection
00026231	Service Coordinator	11	Protection
00027289	Service Coordinator	11	Protection
00030250	Service Coordinator	11	Protection
00030261	Service Coordinator	11	Protection
00030270	Service Coordinator	11	Protection
00030281	Service Coordinator	11	Protection
00030300	Service Coordinator	11	Protection
00030310	Service Coordinator	11	Protection
00030588	Service Coordinator	11	Protection
00030592	Service Coordinator	11	Protection
00030594	Service Coordinator	11	Protection
00030595	Service Coordinator	11	Protection
00030706	Service Coordinator	11	Protection
00030764	Service Coordinator	11	Protection
00030836	Service Coordinator	11	Protection
00030839	Service Coordinator	11	Protection
00032365	Service Coordinator	11	Protection
00032370	Service Coordinator	11	Protection

00032465	Service Coordinator	11	Protection
00032541	Service Coordinator	11	Protection
00032586	Service Coordinator	11	Protection
00032626	Service Coordinator	11	Protection
00032813	Service Coordinator	11	Protection
00032915	Service Coordinator	11	Protection
00033028	Service Coordinator	11	Protection
00033473	Service Coordinator	11	Protection
00034472	Service Coordinator	11	Protection
00035055	Service Coordinator	11	Protection
00035413	Service Coordinator	11	Protection
00036353	Service Coordinator	11	Protection
00043645	Service Coordinator	11	Protection
00077568	Service Coordinator	11	Protection
00077569	Service Coordinator	11	Protection
00077570	Service Coordinator	11	Protection
00001818	Service Coordinator (Bilingual)	11	Protection
00000964	Service Coordinator (Bilingual)	11	Protection
00015728	Service Coordinator (Bilingual)	11	Protection
00015540	Service Coordinator Program Manager	15	Protection
00077660	Supervisory Investigator	13	Protection
00034547	Supervisory Investigator	14	Protection
00030305	Supervisory Quality Improvement	14	Protection
00016732	Supervisory Resource Specialist	14	Protection
00003256	Supervisory Service Coordinator	13	Protection
00005566	Supervisory Service Coordinator	13	Protection
00008036	Supervisory Service Coordinator	13	Protection
00011293	Supervisory Service Coordinator	13	Protection
00021041	Supervisory Service Coordinator	13	Protection
00023570	Supervisory Service Coordinator	13	Protection
00025489	Supervisory Service Coordinator	13	Protection
00007497	Supervisory Service Coordinator	14	Protection
00043631	Supervisory Service Coordinator	14	Protection
00070149	Supervisory Service Coordinator	14	Protection
00011986	Supervisory Vocational Rehabilitation Specialist	13	Protection
00016879	Supervisory Vocational Rehabilitation Specialist	13	Protection
00024688	Supervisory Vocational Rehabilitation Specialist	13	Protection
00025790	Supervisory Vocational Rehabilitation Specialist	13	Protection
00030622	Supervisory Vocational Rehabilitation Specialist	13	Protection
00010955	Supervisory Vocational Rehabilitation Specialist	13	Protection
00020070	Supervisory Vocational Rehabilitation Specialist	14	Protection

00016839	Transition Specialist	11	Protection
00030705	Transition Specialist	11	Protection
00036345	Transportation Coordinator	12	Protection
00003024	Vocational Rehabilitation Specialist	11	Protection
00000657	Vocational Rehabilitation Specialist	11	Protection
00001778	Vocational Rehabilitation Specialist	11	Protection
00007652	Vocational Rehabilitation Specialist	11	Protection
00008792	Vocational Rehabilitation Specialist	11	Protection
00009383	Vocational Rehabilitation Specialist	11	Protection
00009916	Vocational Rehabilitation Specialist	11	Protection
00010763	Vocational Rehabilitation Specialist	11	Protection
00012739	Vocational Rehabilitation Specialist	11	Protection
00012993	Vocational Rehabilitation Specialist	11	Protection
00015653	Vocational Rehabilitation Specialist	11	Protection
00020019	Vocational Rehabilitation Specialist	11	Protection
00020205	Vocational Rehabilitation Specialist	11	Protection
00021853	Vocational Rehabilitation Specialist	11	Protection
00024487	Vocational Rehabilitation Specialist	11	Protection
00025002	Vocational Rehabilitation Specialist	11	Protection
00030605	Vocational Rehabilitation Specialist	11	Protection
00030606	Vocational Rehabilitation Specialist	11	Protection
00030617	Vocational Rehabilitation Specialist	11	Protection
00030618	Vocational Rehabilitation Specialist	11	Protection
00030626	Vocational Rehabilitation Specialist	11	Protection
00030629	Vocational Rehabilitation Specialist	11	Protection
00032571	Vocational Rehabilitation Specialist	11	Protection
00036162	Vocational Rehabilitation Specialist	11	Protection
00044631	Vocational Rehabilitation Specialist	11	Protection
00047881	Vocational Rehabilitation Specialist	11	Protection
00004839	Vocational Rehabilitation Specialist	12	Protection
00011878	Vocational Rehabilitation Specialist	12	Protection
00016300	Vocational Rehabilitation Specialist	12	Protection
00020991	Vocational Rehabilitation Specialist	12	Protection
00022168	Vocational Rehabilitation Specialist	12	Protection
00024996	Vocational Rehabilitation Specialist	12	Protection
00025279	Vocational Rehabilitation Specialist	12	Protection
00026394	Vocational Rehabilitation Specialist	12	Protection
00030614	Vocational Rehabilitation Specialist	12	Protection
00030616	Vocational Rehabilitation Specialist	12	Protection
00032841	Vocational Rehabilitation Specialist	12	Protection
00034506	Vocational Rehabilitation Specialist	12	Protection

00030838	Administrative Officer	14	Security
00018487	Administrative Specialist	12	Security
00005509	Administrative Support Specialist	09	Security
00021491	Administrative Support Specialist	09	Security
00023211	Administrative Support Specialist	09	Security
00025185	Administrative Support Specialist	09	Security
00025227	Administrative Support Specialist	09	Security
00083116	Administrative Support Specialist	09	Security
00083117	Administrative Support Specialist	09	Security
00083118	Administrative Support Specialist	09	Security
00083119	Administrative Support Specialist	09	Security
00012389	Business Relations Specialist	12	Security
00044641	Business Relations Specialist	12	Security
00009677	Business Services Supervisor	13	Security
00018315	Business Services Technician	07	Security
00024583	Business Services Technician	07	Security
00024979	Business Services Technician	07	Security
00016002	Business Support Specialist	11	Security
00030298	Chief Contracting Officer	15	Security
00030304	Chief Information Officer	15	Security
00024392	Clerical Assistant (OA)	05	Security
00024971	Clerical Assistant (OA)	05	Security
00027678	Clerical Assistant (OA)	05	Security
00006955	Clerical Assistant (OA)	07	Security
00027335	Clerical Assistant (OA)	07	Security
00030282	Clerical Assistant (OA)	07	Security
00083120	Clerical Assistant (OA)	07	Security
00083121	Clerical Assistant (OA)	07	Security
00083122	Clerical Assistant (OA)	07	Security
00083123	Clerical Assistant (OA)	07	Security
00083124	Clerical Assistant (OA)	07	Security
00000056	Coding Clerk	06	Security
00008793	Contract Administrator	11	Security
00016638	Contract Administrator	12	Security
00010777	Contract Specialist	11	Security
00024262	Contract Specialist	11	Security
00013336	Contract Specialist	12	Security
00020787	Contract Specialist	13	Security
00043641	Contract Specialist	14	Security
00021127	Customer Relations Specialist	12	Security
00001023	Disability Hearing Officer	12	Security

00011839	Disability Hearing Officer	12	Security
00002521	Executive Assistant	11	Security
00035404	Executive Assistant	12	Security
00004295	Executive Assistant	13	Security
00020520	Financial Services Technician	09	Security
00030306	Health Insurance Analyst	11	Security
00030268	Health Insurance Analyst	12	Security
00011249	Human Capital Administrator	15	Security
00083097	Human Resources Assistant	08	Security
00030322	Human Resources Specialist	09	Security
00005225	Human Resources Specialist	11	Security
00012013	Human Resources Specialist	12	Security
00002322	Human Resources Specialist	13	Security
00030321	Human Resources Specialist (Classification)	13	Security
00019706	Human Resources Specialist (Employee Relations)	11	Security
00034571	Human Resources Specialist (ER)	14	Security
00030766	Human Resources Specialist (Training)	11	Security
00004033	Human Resources Specialist (Training)	12	Security
00026710	Information Technology Specialist	11	Security
00034508	Information Technology Specialist	11	Security
00005116	Information Technology Specialist	13	Security
00007340	Information Technology Specialist	13	Security
00012880	Information Technology Specialist	13	Security
00030317	Information Technology Specialist	13	Security
00030301	IT Specialist (Network)	14	Security
00008823	Management Analyst	12	Security
00019542	Management Analyst	12	Security
00008685	Management Analyst	13	Security
00020856	Management Analyst	14	Security
00009709	Medicaid Waiver Specialist	11	Security
00021203	Medicaid Waiver Specialist	11	Security
00033446	Medicaid Waiver Specialist	11	Security
00003510	Medicaid Waiver Specialist	12	Security
00006240	Medicaid Waiver Specialist	13	Security
00004566	Medical Liaison Officer	12	Security
00073434	Medical Officer	03	Security
00026981	Medical Support Assistant	07	Security
00011297	Mortality Review Coordinator	13	Security
00083108	Performance Management Administrator	15	Security
00009206	Planning and Resource Allocation Specialist	11	Security

00026255	Program Analyst	11	Security
00030251	Program Analyst	11	Security
00030779	Program Analyst	11	Security
00035836	Program Analyst	11	Security
00008128	Program Analyst	12	Security
00030267	Program Analyst	12	Security
00015584	Program Analyst	13	Security
00019874	Program Analyst	13	Security
00075417	Program Development Specialist	13	Security
00075418	Program Development Specialist	13	Security
00001287	Program Monitor	11	Security
00009647	Program Monitor	11	Security
00020625	Program Monitor	11	Security
00006398	Program Monitor	12	Security
00002167	Program Specialist	12	Security
00083126	Program Support Assistant (OA)	06	Security
00004990	Program Support Assistant (OA)	07	Security
00008109	Program Support Assistant (OA)	07	Security
00021449	Program Support Assistant (OA)	07	Security
00021646	Program Support Assistant (OA)	07	Security
00027463	Program Support Assistant (OA)	07	Security
00030323	Program Support Assistant (OA)	07	Security
00036332	Program Support Assistant (OA)	07	Security
00043643	Program Support Assistant (OA)	07	Security
00083125	Program Support Assistant (OA)	07	Security
00012244	Project Manager	13	Security
00001864	Provider Relations Specialist	12	Security
00009440	Provider Resource Specialist	11	Security
00021907	Provider Resource Specialist	11	Security
00044632	Provider Resource Specialist	12	Security
00083086	Public Affairs Specialist	14	Security
00001390	Quality Assurance and Compliance Specialist	12	Security
00007206	Quality Improvement Manager	15	Security
00030587	Records Management Technician	07	Security
00024605	Records Management Technician	07	Security
00001641	Social Insurance Specialist	11	Security
00000479	Social Insurance Specialist	11	Security
00003728	Social Insurance Specialist	11	Security
00008839	Social Insurance Specialist	11	Security
00008917	Social Insurance Specialist	11	Security
00011792	Social Insurance Specialist	11	Security

00012309	Social Insurance Specialist	11	Security
00013092	Social Insurance Specialist	11	Security
00014000	Social Insurance Specialist	11	Security
00014465	Social Insurance Specialist	11	Security
00030781	Social Insurance Specialist	11	Security
00032891	Social Insurance Specialist	11	Security
00033103	Social Insurance Specialist	11	Security
00035902	Social Insurance Specialist	11	Security
00070768	Social Insurance Specialist	11	Security
00070769	Social Insurance Specialist	11	Security
00070770	Social Insurance Specialist	11	Security
00073435	Social Insurance Specialist	11	Security
00002535	Social Insurance Specialist	12	Security
00008489	Social Insurance Specialist	12	Security
00010033	Social Insurance Specialist	12	Security
00024249	Social Insurance Specialist	12	Security
00030634	Social Insurance Specialist	12	Security
00034563	Social Insurance Specialist	12	Security
00070767	Social Insurance Specialist	12	Security
00007198	Social Worker	12	Security
00016085	Staff Assistant	09	Security
00020157	Staff Assistant	09	Security
00020551	Staff Assistant	09	Security
00021719	Staff Assistant	09	Security
00025260	Staff Assistant	09	Security
00043642	Staff Assistant	09	Security
00075415	State Office of Disability Administrator	15	Security
00082719	State Office of Disability Administrator	15	Security
00005671	Supervisory Administrative Support	13	Security
00030603	Supervisory Business Relations	14	Security
00030279	Supervisory Community Health Nurse	14	Security
00000724	Supervisory Medicaid Waiver Specialist	14	Security
00008513	Supervisory Social Insurance Specialist	13	Security
00011837	Supervisory Social Insurance Specialist	13	Security
00030635	Supervisory Social Insurance Specialist	13	Security
00030636	Supervisory Social Insurance Specialist	13	Security
00003456	Supervisory Social Insurance Specialist	14	Security
00001556	Supervisory Social Insurance Specialist	15	Security
00043320	Support Services Supervisor	14	Security

Attachment 5 –
Executive Office of the Mayor (ALL)

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Asian and Pacific Islander Affairs			
Position Number	**Job Title**	**Grade**	**Type**
00082630	Community Outreach Asst (Bil)	07	Security
00082628	Community Outreach Asst (Bil)	07	Security
00082627	Community Outreach Asst (Bil)	07	Security
00083170	Community Outreach Spec (Bil)	09	Security
00046574	Community Outreach Spec (Bil)	09	Security
00038349	Community Service Rep (Bilingual)	12	Security
00038191	Executive Director	E1	Security
00044867	Special Assistant	13	Security
00047624	Staff Assistant (Bilingual)	09	Security

Deputy Mayor for Education			
Position Number	**Job Title**	**Grade**	**Type**
00047608	Chief of Staff	09	Security
00085339	Data Analyst	11	Security
00039600	Deputy Mayor for Education	E5	Security
00075131	Policy Advisor	08	Security
00042835	Program Analyst	07	Security
00085338	Program Analyst	11	Security
00046578	Program Analyst	12	Security
00075128	Program Analyst	13	Security
00085341	Program Manager	15	Security
00046652	Senior Policy Analyst	07	Security
00075127	Special Assistant	05	Security
00043882	Special Assistant	08	Security
00085903	Special Assistant	13	Security
00042730	Special Assistant	14	Security
00046905	Special Assistant	14	Security
00085340	Specialist Assistant	13	Security

Deputy Mayor for Greater Economic Opportunity			
Position Number	**Position Title**	**Grade**	**Type**
00087576	Chief of Staff	08	Security
00087574	Community Engagement Director	07	Security
00087571	Deputy Mayor for Greater Economic Opportunity	11	Security
00087572	Director of Operations	03	Security

00043593	Exec Director, Office of African	08	Security
00045819	Executive Director, Commission	12	Security
00021185	Program Analyst	12	Security
00087573	Public Information Officer	05	Security

Executive Office of the Mayor			
Position Number	**Job Title**	**Grade**	**Type**
00042735	Associate Director	05	Security
00042810	Associate Director	05	Security
00042808	Associate Director	05	Security
00085234	Associate Director	06	Security
00042864	Associate Director	06	Security
00087409	Associate Director of Scheduling	03	Security
00047838	Budget Analyst	05	Security
00047076	Budget Analyst	07	Security
00042765	Budget Director	11	Security
00042731	Chief Of Staff	11	Security
00042815	Chief Service Officer	09	Security
00042507	Clerical Assistant	02	Security
00042807	Communications Specialist	03	Security
00074663	Communications Specialist	11	Security
00046803	Communications Specialist	11	Security
00044811	Communications Specialist	11	Security
00039832	Correspondence Mgnt Specialist	09	Security
00051163	Correspondence Mgnt Specialist	09	Security
00048029	Correspondence Mgnt Specialist	09	Security
00033691	Correspondence Mgnt Specialist	12	Security
00046122	Correspondence Officer	08	Security
00071743	Deputy Chief Of Staff	11	Security
00016419	Deputy Director	06	Security
00042729	Deputy Director	06	Security
00048620	Deputy Director	08	Security
00023027	Deputy Director	08	Security
00071737	Deputy Director	08	Security
00047277	Deputy Director	10	Security
00042764	Deputy General Counsel	10	Security
00021435	Digital Director	06	Security
00047801	Digital Director	06	Security
00040041	Director of Legislative Support	08	Security
00046520	Dir, Policy & Legislative Affairs	11	Security

00045858	Director	E3	Security
00041431	Director of African Affairs	E1	Security
00047837	Director of Communications	10	Security
00042742	Director of Community Relation	09	Security
00042761	Director of Scheduling	07	Security
00042740	Director, Community Affairs	10	Security
00040865	Director, Office of Talent and Appts.	09	Security
00043495	Exec Dir for Commission on Women	07	Security
00043420	Executive Assistant	07	Security
00047201	Executive Assistant	11	Security
00048030	Executive Assistant	11	Security
00046675	Executive Assistant	12	Security
00042849	General Counsel	11	Security
00051063	Grants Management Specialist	11	Security
00041811	Grants Management Specialist	13	Security
00087410	LGBTQ Housing Specialist	09	Security
00013877	Mayor	00	Security
00085595	Outreach & Service Specialist	05	Security
00013030	Outreach & Service Specialist	05	Security
00044051	Outreach & Service Specialist	05	Security
00042760	Outreach & Service Specialist	05	Security
00032341	Outreach & Service Specialist	05	Security
00041210	Outreach & Service Specialist	05	Security
00023663	Outreach & Service Specialist	05	Security
00044592	Outreach & Service Specialist	05	Security
00044838	Outreach & Service Specialist	05	Security
00046071	Outreach & Service Specialist	05	Security
00015624	Outreach & Service Specialist	05	Security
00042856	Outreach & Service Specialist	05	Security
00014590	Outreach & Service Specialist	05	Security
00085932	Outreach & Service Specialist	11	Security
00011598	Outreach & Service Specialist	12	Security
00046831	Policy Analyst	05	Security
00044561	Policy Analyst	06	Security
00042736	Policy Analyst	12	Security
00043278	Program Analyst	11	Security
00046414	Program Analyst	12	Security
00046725	Program Analyst	12	Security
00047433	Program Analyst (Bilingual)	06	Security
00085235	Program Support Specialist	11	Security

00039943	Scheduling Support Assistant	02	Security
00073530	Senior Advisor	11	Security
00043609	Senior Budget Analyst	09	Security
00021651	Senior Budget Analyst	09	Security
00042867	Senior Communications Officer	08	Security
00046850	Special Assistant	05	Security
00042712	Special Assistant	06	Security
00042708	Special Assistant	06	Security
00043766	Special Assistant	07	Security
00042738	Special Assistant	07	Security
00045566	Staff Assistant	09	Security
00035021	Staff Assistant	09	Security
00085236	Staff Assistant	09	Security
00043870	Staff Assistant	09	Security
00042837	Staff Assistant	11	Security
00047338	Youth Learn. & Emerg Prep Specialist	12	Security

Justice Grants Administration			
Position Number	**Position Title**	**Grade**	**Type**
00040824	Grants Management Specialist	14	Security
00045993	Program Analyst	12	Security
00039139	Grants Management Specialist	13	Security
00042594	Grants Management Specialist	14	Security
00073531	Special Assistant	07	Security
00035815	Grants Management Specialist	13	Security
00046584	Deputy Director for Victim Services	14	Security
00038408	Staff Assistant	09	Security
00047371	Administrative Officer	14	Security
00042368	Grants Management Specialist	14	Security
00085460	Grants Program Specialist	13	Security
00086148	Victim Svcs Program Specialist	12	Security
00047283	Grants Management Specialist	13	Security

Office of Latino Affairs			
Position Number	**Position Title**	**Grade**	**Type**
00044395	Community Outreach Spec (Bil)	09	Security
00037334	Community Outreach Spec. (Bil)	11	Security
00039864	Community Service Rep. (Bil)	12	Security

00040906	Director of Latino Affairs	E1	Security
00008217	Language Access Monitor (Bil)	09	Security
00037316	Program Analyst	11	Security
00047796	Public Affairs Specialist (Bil)	11	Security
00038175	Staff Assistant	09	Security

Mayor's Office of Legal Counsel

Position Number	Position Title	Grade	Type
00087580	Acting Associate Director	08	Security
00087581	Acting Associate Director	08	Security
00087585	Chief of Staff	08	Security
00085676	Deputy Director	10	Security
00085677	Director	11	Security
00087578	Special Assistant	05	Security
00087579	Supervisory Attorney Advisor	05	Security

Office of Partnerships and Grants

Position Number	Position Title	Grade	Type
00020041	Customer Relations Representative	12	Security
00003120	Dir Part & Grants Development	10	Security
00047965	Program Analyst	12	Security

Public Safety and Justice Cluster

Position Number	Position Title	Grade	Type
00073609	Director, Federal and Regional	10	Security
00073610	Legislative & Policy Analyst	07	Security

Office of the Secretary

Position Number	Position Title	Grade	Type
00048195	Staff Assistant	09	Security
00020526	Special Asst Ceremonial Services	13	Security
00046721	Policy Analyst	12	Security
00033159	Archivist	13	Security
00018793	Staff Assistant	11	Security
00047946	Staff Assistant	09	Security

00045861	Staff Assistant	03	Security
00022535	Support Services Specialist	12	Security
00042784	Protocol Officer	08	Security
00040610	Support Services Specialist	12	Security
00044630	Program Analyst	12	Security
00035023	Support Services Manager	15	Security
00042770	Notary & Authent. Officer	07	Security
00040750	Staff Assistant	09	Security
00042727	Deputy Secretary	09	Security
00048618	Clerk (Typing)	04	Security
00015437	Staff Assistant	11	Security
00047454	Editor	13	Security
00087577	Public Records Administrator	07	Security
00041448	Staff Assistant	11	Security
00082660	Staff Assistant	09	Security
00021182	Notary & Authentication Spec	12	Security
00046610	Attorney Advisor	13	Security
00075380	Staff Assistant	09	Security
00041666	Archivist	11	Security
00011355	Administrator, Ofc of Document	08	Security
00077340	Special Projects Coordinator	13	Security
00020497	Staff Assistant	03	Security
00041021	Executive Assistant	12	Security
00042711	Secretary Of The District	E3	Security
00041667	Archivist	12	Security
00077339	Notary & Authentication Specialist	12	Security

Office of Veterans Affairs			
Position Number	**Position Title**	**Grade**	**Type**
00016269	Deputy Director	12	Security
00013486	Director, Veterans Affairs	09	Security
00021223	Veterans Benefits Prog. Specialist	11	Security

Attachment 6 –
Homeland Security & EMA

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Homeland Security & EMA			
Position Number	**Position Title**	**Grade**	**Type**
00028224	Assist Dir for Administration	15	Security
00048774	Chief of Staff	15	Security
00045237	Chief, Grants Division	15	Security
00019028	Chief, Operations Division	15	Security
00020270	Community Mgmt Specialist	11	Security
00075246	Community Outreach Specialist	06	Security
00075242	Community Outreach Specialist	11	Security
00016263	Community Outreach Specialist	13	Security
00044864	Critical Infrastructure Spec	14	Security
00026092	Deputy Chief of Operations	13	Security
00043481	Director, Homeland Sec. & EMA	E5	Security
00075238	Disaster Recovery Specialist	13	Security
00047136	Emergency Exer. & Trng. Specialist	12	Security
00012886	Emergency Management Program Officer	14	Security
00001055	Emergency Management Training	12	Security
00039667	Emergency Mgmt Change Officer	14	Security
00010514	Emergency Operations & Info Specialist	09	Security
00018125	Emergency Operations & Info Specialist	09	Security
00019500	Emergency Operations & Info Specialist	09	Security
00027054	Emergency Operations & Info Specialist	09	Security
00072950	Emergency Operations & Info Specialist	09	Security
00015760	Emergency Operations & Info Specialist	09	Security
00007419	Emergency Operations & Info Specialist	11	Security
00010666	Emergency Operations & Info Specialist	11	Security
00016549	Emergency Operations & Info Specialist	11	Security
00026503	Emergency Operations & Info Specialist	11	Security
00016861	Emergency Operations & Info Specialist	11	Security
00016991	Emergency Operations & Info Specialist	12	Security
00021430	Emergency Operations Specialist	09	Security
00044868	Emergency Planning Specialist	09	Security
00002939	Emergency Planning Specialist	11	Security
00075236	Emergency Planning Specialist	13	Security
00004653	Emergency Prep Research Analyst	12	Security
00077090	Executive Assistant	12	Security
00076859	Fusion Cntr Operations Manager	08	Security
00077539	Fusion Intelligence Analyst	12	Security
00077877	Fusion Intelligence Analyst	12	Security

00077971	Fusion Intelligence Analyst	12	Security
00077540	Fusion Intelligence Analyst	14	Security
00077541	Fusion Intelligence Analyst	14	Security
00077728	Fusion Intelligence Analyst	14	Security
00045279	Grants Management Officer	14	Security
00045220	Grants Program Manager	12	Security
00048769	Grants Program Manager	12	Security
00048771	Grants Program Manager	12	Security
00048762	Grants Program Manager	13	Security
00048765	Grants Program Manager	13	Security
00071851	Grants Program Manager		Security
00045242	Grants Specialist	13	Security
00045269	Grants Specialist	13	Security
00048766	Grants Specialist	13	Security
00072956	Grants Specialist	13	Security
00075240	Hazard Mitigation Specialist	12	Security
00018601	Information Technology Specialist	13	Security
00073462	National Incident Management Specialist	13	Security
00028225	NCR Incident Coord. Specialist	12	Security
00073707	Plans & Preparedness Officer	14	Security
00075237	Plans and Preparedness Officer	15	Security
00075239	Policy Manager	15	Security
00082016	Program Analyst	09	Security
00007908	Program Analyst	13	Security
00077400	Program Analyst	13	Security
00023160	Public Affairs Specialist	13	Security
00077771	Staff Assistant	11	Security
00007835	Staff Assistant	12	Security
00016080	Staff Assistant	12	Security
00048775	Statewide Comm Interop Coordinator	13	Security
00077401	Supervisory Intelligence Analyst	14	Security
00011442	Supvy Emerg Oper & Info Specialist	12	Security
00023961	Supvy Emerg Oper & Info Specialist	12	Security
00024310	Telecommunications Specialist	13	Security
00001494	Trng. & Emerg. Exer. Officer	14	Security

Attachment 7 –
Office of the Chief Medical Examiner

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Office of the Chief Medical Examiner			
Position Number	**Position Title**	**Grade**	**Type**
00007626	Administrative Specialist	11	Security
00045538	Agency Fiscal Officer	14	Security
00047551	Autopsy Assistant (Mortuary)	09	Security
00071575	Autopsy Assistant (Mortuary)	09	Security
00071713	Autopsy Assistant (Mortuary)	09	Security
00082137	Chief Medical Examiner	E5	Security
00032724	Chief of Staff	10	Security
00013643	Chief Toxicologist	16	Security
00074664	Dep Chief Toxicologist	14	Security
00034821	Deputy Chief Medical Examiner	MD6	Security
00050899	Emergency Response and Safety	15	Security
00041327	Epidemiologist	14	Security
00035033	Executive Assistant	12	Security
00029192	Executive Assistant	12	Security
00051331	Fatality Review Program Manager	15	Security
00073619	Forensic Anthropologist	14	Security
00001881	Forensic Autopsy Assistant	8	Security
00045528	Forensic Investigator	12	Security
00045530	Forensic Investigator	12	Security
00073706	Forensic Investigator	12	Security
00073738	Forensic Investigator	12	Security
00077462	Forensic Investigator	12	Security
00045531	Forensic Investigator	12	Security
00016298	Forensic Investigator	12	Security
00073620	Forensic Pathologists Assistant	12	Security
00075161	Forensic Pathologists Assistant	12	Security
00035028	Forensic Photographer	12	Security
00046876	Forensic Photographer	12	Security
0003127	Forensic Toxicologist	9	Security
00075390	Forensic Toxicologist	11	Security
00075527	Forensic Toxicologist	11	Security
00075531	Forensic Toxicologist	11	Security
00075528	Forensic Toxicologist	12	Security
00075529	Forensic Toxicologist	13	Security
00074665	Forensic Toxicologist	13	Security
00001655	Intake Assistant	07	Security
00007099	Intake Assistant	07	Security

00018678	Intake Assistant	07	Security
00025735	Intake Assistant	07	Security
00036048	Intake Assistant	07	Security
00006666	IT Spec. (Customer Support)	09	Security
00047550	Lead Autopsy Assistant (Mortuary)	09	Security
00074665	Lead Forensic Toxicologist	14	Security
00039151	Lead It Specialist	15	Security
00045537	Lead Medicolegal Investigator	15	Security
00035032	Management Liaison Specialist	13	Security
00002927	Medical Legal Investigator	14	Security
00035031	Medical Legal Investigator	14	Security
00008299	Medical Officer (Medical Examiner)	06	Security
00003341	Medical Officer (Medical Examiner)	6C	Security
00013140	Medical Officer (Medical Examiner)	6C	Security
00075174	Medical Officer (Medical Examiner)	6C	Security
00012132	Medical Officer (Medical Examiner)	06	Security
00077078	Medical Technologist	11	Security
00025052	Medical Transcriptionist (Customer Support Specialist)	08	Security
00075184	Medicolegal Investigator	14	Security
00010178	Mgmt Srvs Officer	15	Security
00015169	Nurse Consultant	11	Security
0001569	Nurse Consultant	11	Security
00071681	Program Analyst	09	Security
00071359	Program Analyst	12	Security
00071360	Program Analyst	12	Security
00047834	Records Management Specialist	09	Security
00071574	Records Management Specialist	09	Security
00045527	Senior Fatality Review Prog Specialist	14	Security
00008465	Staff Assistant	09	Security
00015696	Staff Assistant	9	Security
00035874	Staff Assistant	9	Security
00035415	Staff Assistant	11	Security
00041749	Supervisory Attorney Advisor	2	Security
00071570	Supervisory Quality and Control	14	Security
00071006	Support Services Specialist	11	Security

Attachment 8 –
Office of the City Administrator

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Office of the City Administrator			
Position Number	**Position Title**	**Grade**	**Type**
00016673	Admin Officer	12	Security
00042747	Administrative Assistant	03	Security
00043316	Attorney Advisor	12	Security
00082698	Attorney Advisor	12	Security
00051143	Attorney Advisor	12	Security
00040852	Attorney Advisor	12	Security
00046757	Attorney Advisor	12	Security
00033096	Attorney Advisor	13	Security
00042264	Attorney Advisor	13	Security
00035604	Attorney Advisor	13	Security
00039038	Attorney Advisor	14	Security
00002325	Attorney Advisor	14	Security
00073646	Chief Performance Officer	10	Security
00063462	City Administrator	11	Security
00048146	Clerk	04	Security
00085849	Communications Coordinator	12	Security
00042803	Deputy Budget Director	10	Security
00044249	Deputy Mayor	11	Security
00043049	Director, LRCB	10	Security
00044755	Executive Assistant	07	Security
00085635	Executive Assistant	12	Security
00046296	Executive Assistant	12	Security
00086138	Legislative Analyst	14	Security
00047270	Performance Analyst	07	Security
00043663	Pgm Analysis Officer	14	Security
00047394	Pgm Analysis Officer	14	Security
00085238	Policy Analyst	12	Security
00085848	Program Analyst	07	Security
00087161	Program Analyst	11	Security
00042744	Program Analyst	12	Security
00046963	Program Analyst	13	Security
00087586	Program Analyst	13	Security
00048561	Senior Legal Advisor	10	Security
00047445	Special Assistant	12	Security
00073532	Staff Assistant	09	Security
00038816	Staff Assistant	12	Security
00047162	Strategic Officer	16	Security
00040110	Supervisory Attorney Advisor	01	Security
00046201	Supervisory Attorney Advisor	01	Security

Attachment 9 –
Office of the Inspector General

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Office of the Inspector General			
Position Number	**Position Title**	**Grade**	**Type**
00012715	Criminal Investigator	12	Safety
00027942	Criminal Investigator	12	Safety
00073448	Criminal Investigator	12	Safety
00000381	Criminal Investigator	13	Safety
00001460	Criminal Investigator	13	Safety
00002591	Criminal Investigator	13	Safety
00004380	Criminal Investigator	13	Safety
00013136	Criminal Investigator	13	Safety
00018022	Criminal Investigator	13	Safety
00022025	Criminal Investigator	13	Safety
00023785	Criminal Investigator	13	Safety
00027284	Criminal Investigator	13	Safety
00032366	Criminal Investigator	13	Safety
00032521	Criminal Investigator	13	Safety
00002455	Criminal Investigator	14	Safety
00011814	Criminal Investigator	14	Safety
00001609	Criminal Investigator	12	Safety
00005046	Criminal Investigator	12	Safety
00005077	Criminal Investigator	12	Safety
00010526	Criminal Investigator	14	Safety
00003443	Supv Criminal Investigator	14	Safety
00027928	Supv Criminal Investigator	14	Safety
00033556	Supv Criminal Investigator	14	Safety
00010422	Supv Criminal Investigator	15	Safety
00007827	Supvy Criminal Investigator	10	Safety
00002076	Supvy. Criminal Investigator	14	Safety
00033086	Supvy. Criminal Investigator	14	Safety
00027941	Administrative Support Specialist	13	Security
00019728	Asst IG Inspector/Evaluation	10	Security
00002802	Attorney	09	Security
00027688	Attorney Advisor	08	Security
00010756	Attorney-Advisor	08	Security
00033249	Attorney-Advisor	08	Security
00073449	Attorney-Advisor	08	Security
00009718	Auditor	09	Security
00027370	Auditor	09	Security
00033926	Auditor	09	Security

00009442	Auditor	11	Security
00008478	Auditor	12	Security
00010500	Auditor	12	Security
00033921	Auditor	12	Security
00033925	Auditor	12	Security
00034880	Auditor	12	Security
00045270	Auditor	12	Security
00001169	Auditor	13	Security
00002770	Auditor	13	Security
00002952	Auditor	13	Security
00004195	Auditor	13	Security
00011273	Auditor	13	Security
00013141	Auditor	13	Security
00015790	Auditor	13	Security
00019242	Auditor	13	Security
00024784	Auditor	13	Security
00012930	Auditor	14	Security
00013599	Auditor	14	Security
00022617	Auditor	14	Security
00023036	Auditor	14	Security
00045291	Auditor	14	Security
00003321	Budget Officer	14	Security
00014270	Contract Specialist	12	Security
00013074	Deputy Asst Inspector	15	Security
00008256	Deputy Gen Counsel	09	Security
00017349	General Counsel	10	Security
00083545	Human Resources Officer	14	Security
00026538	Information Technology Specialist	13	Security
00027870	Information Technology Specialist	13	Security
00002143	Deputy Inspector General	10	Security
00005071	Investigator	13	Security
00009919	Investigator (Patient Abuse)	13	Security
00016817	Investigator(Health Care)	12	Security
00033256	Investigator(Health Care)	12	Security
00000253	Management Analyst	11	Security
00006209	Management Analyst	11	Security
00001379	Management Analyst	12	Security
00009314	Management Analyst	12	Security
00021045	Management Analyst	12	Security
00027935	Management Analyst	12	Security
00027937	Management Analyst	12	Security

00010648	Management Analyst	13	Security
00019292	Management Analyst	13	Security
00004169	Program Analyst	12	Security
00006606	Program Analyst	13	Security
00008991	Program Analyst	13	Security
00025956	Records Management Specialist	09	Security
00003996	Records Management Supervisor	12	Security
00005553	Special Assistant	13	Security
00016482	Staff Assistant	12	Security
00002544	Supervisory Auditor	10	Security
00000532	Supervisory Auditor	14	Security
00032314	Supv Attorney Advisor	09	Security
00001235	Supv Auditor	14	Security
00025841	Supv Auditor	14	Security
00045252	Supv Auditor	14	Security
00013417	Supv Auditor	15	Security
00000596	Supv Information Technology Specialist	15	Security
00001653	Supvy Attorney Advisor	10	Security
00005485	Supvy Auditor	14	Security
00015872	Supvy Auditor	14	Security
00003484	Supvy Contract Specialist	14	Security
00027940	Supvy Management Analyst	14	Security
00045197	Supvy Management Analyst	14	Security

Attachment 10 –
Office of the Unified Communications

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Office of Unified Communications			
Position Number	**Position Title**	**Grade**	**Type**
00013720	Assistant Operations Manager	13	Safety
00073296	Assistant Operations Manager	13	Safety
00002851	Asst Watch Commander	12	Safety
00004170	Asst Watch Commander	12	Safety
00005677	Asst Watch Commander	12	Safety
00006252	Asst Watch Commander	12	Safety
00006851	Asst Watch Commander	12	Safety
00017783	Asst Watch Commander	12	Safety
00018713	Asst Watch Commander	12	Safety
00021171	Asst Watch Commander	12	Safety
00022344	Asst Watch Commander	12	Safety
00023278	Asst Watch Commander	12	Safety
00025129	Asst Watch Commander	12	Safety
00032123	Asst Watch Commander	12	Safety
00033673	Asst Watch Commander	12	Safety
00046702	Asst Watch Commander	12	Safety
00074923	Asst Watch Commander	12	Safety
00020275	Asst Watch Commander	12	Safety
00077343	Chief of Operations	15	Safety
00001893	Dispatcher	10	Safety
00003243	Dispatcher	11	Safety
00004326	Dispatcher	11	Safety
00004610	Dispatcher	11	Safety
00004835	Dispatcher	11	Safety
00005299	Dispatcher	11	Safety
00005506	Dispatcher	11	Safety
00007009	Dispatcher	10	Safety
00007120	Dispatcher	11	Safety
00007357	Dispatcher	11	Safety
00007934	Dispatcher	11	Safety
00008119	Dispatcher	11	Safety
00009807	Dispatcher	10	Safety
00010726	Dispatcher	11	Safety
00011543	Dispatcher	10	Safety
00012153	Dispatcher	10	Safety
00012597	Dispatcher	10	Safety
00013371	Dispatcher	11	Safety

00013958	Dispatcher	11	Safety
00014040	Dispatcher	10	Safety
00014138	Dispatcher	10	Safety
00014259	Dispatcher	10	Safety
00014298	Dispatcher	10	Safety
00014556	Dispatcher	10	Safety
00014767	Dispatcher	11	Safety
00014944	Dispatcher	10	Safety
00015061	Dispatcher	10	Safety
00015077	Dispatcher	10	Safety
00017051	Dispatcher	11	Safety
00017052	Dispatcher	11	Safety
00017061	Dispatcher	11	Safety
00017203	Dispatcher	10	Safety
00017238	Dispatcher	11	Safety
00017301	Dispatcher	10	Safety
00017533	Dispatcher	11	Safety
00017690	Dispatcher	10	Safety
00017704	Dispatcher	10	Safety
00017971	Dispatcher	11	Safety
00018117	Dispatcher	11	Safety
00018188	Dispatcher	10	Safety
00018195	Dispatcher	10	Safety
00018273	Dispatcher	11	Safety
00018290	Dispatcher	11	Safety
00018346	Dispatcher	11	Safety
00018439	Dispatcher	10	Safety
00018471	Dispatcher	11	Safety
00018783	Dispatcher	11	Safety
00018947	Dispatcher	10	Safety
00019135	Dispatcher	11	Safety
00019308	Dispatcher	10	Safety
00019348	Dispatcher	11	Safety
00020804	Dispatcher	11	Safety
00021054	Dispatcher	11	Safety
00021981	Dispatcher	10	Safety
00021987	Dispatcher	10	Safety
00022297	Dispatcher	10	Safety
00022322	Dispatcher	10	Safety
00022338	Dispatcher	11	Safety
00022501	Dispatcher	11	Safety

00022576	Dispatcher	10	Safety
00022754	Dispatcher	11	Safety
00022757	Dispatcher	11	Safety
00022863	Dispatcher	11	Safety
00022961	Dispatcher	11	Safety
00022980	Dispatcher	10	Safety
00023028	Dispatcher	11	Safety
00023182	Dispatcher	11	Safety
00023230	Dispatcher	11	Safety
00023248	Dispatcher	11	Safety
00023512	Dispatcher	10	Safety
00023795	Dispatcher	11	Safety
00024649	Dispatcher	10	Safety
00025316	Dispatcher	11	Safety
00025666	Dispatcher	10	Safety
00025840	Dispatcher	11	Safety
00025850	Dispatcher	10	Safety
00025851	Dispatcher	11	Safety
00025925	Dispatcher	11	Safety
00026738	Dispatcher	11	Safety
00026783	Dispatcher	10	Safety
00026920	Dispatcher	10	Safety
00026953	Dispatcher	11	Safety
00026971	Dispatcher	11	Safety
00026984	Dispatcher	11	Safety
00027023	Dispatcher	10	Safety
00027062	Dispatcher	10	Safety
00027260	Dispatcher	10	Safety
00027478	Dispatcher	11	Safety
00027648	Dispatcher	11	Safety
00031989	Dispatcher	11	Safety
00032014	Dispatcher	10	Safety
00032016	Dispatcher	10	Safety
00032019	Dispatcher	10	Safety
00032025	Dispatcher	11	Safety
00032053	Dispatcher	10	Safety
00032054	Dispatcher	10	Safety
00032085	Dispatcher	11	Safety
00032242	Dispatcher	10	Safety
00006112	Dispatcher	10	Safety
00036698	Dispatcher	10	Safety

00014556	Dispatcher	10	Safety
00027729	Dispatcher	10	Safety
00027770	Dispatcher	10	Safety
00032015	Dispatcher	10	Safety
00009686	Dispatcher	10	Safety
000013925	Dispatcher	10	Safety
00016320	Dispatcher	10	Safety
00032017	Dispatcher	10	Safety
00018570	Dispatcher	10	Safety
00022847	Dispatcher	10	Safety
00024875	Dispatcher	10	Safety
00069788	Operation Manager	14	Safety
00085562	Operation Manager	14	Safety
00069788	Operation Manager	14	Safety
00014410	Telecomm Equip Operator (Bil)	08	Safety
00018646	Telecomm Equip Operator(Bil)	08	Safety
00032122	Telecomm Equip Operator (Bil)	08	Safety
00032214	Telecomm Equip Operator (Bil)	08	Safety
00032263	Telecomm Equip Operator (Bil)	08	Safety
00000155	Telecomm Equipment Operator	07	Safety
00003626	Telecomm Equipment Operator	08	Safety
00005351	Telecomm Equipment Operator	08	Safety
00005933	Telecomm Equipment Operator	07	Safety
00006151	Telecomm Equipment Operator	08	Safety
00013929	Telecomm Equipment Operator	07	Safety
00014085	Telecomm Equipment Operator	08	Safety
00014411	Telecomm Equipment Operator	08	Safety
00014522	Telecomm Equipment Operator	07	Safety
00014683	Telecomm Equipment Operator	08	Safety
00014728	Telecomm Equipment Operator	08	Safety
00014792	Telecomm Equipment Operator	07	Safety
00016708	Telecomm Equipment Operator	07	Safety
00017437	Telecomm Equipment Operator	08	Safety
00017983	Telecomm Equipment Operator	08	Safety
00018141	Telecomm Equipment Operator	08	Safety
00018492	Telecomm Equipment Operator	08	Safety
00018978	Telecomm Equipment Operator	08	Safety
00019132	Telecomm Equipment Operator	08	Safety
00019368	Telecomm Equipment Operator	07	Safety
00019453	Telecomm Equipment Operator	08	Safety
00021097	Telecomm Equipment Operator	08	Safety

00021632	Telecomm Equipment Operator	08	Safety
00022143	Telecomm Equipment Operator	08	Safety
00022400	Telecomm Equipment Operator	08	Safety
00022461	Telecomm Equipment Operator	07	Safety
00022476	Telecomm Equipment Operator	08	Safety
00023017	Telecomm Equipment Operator	08	Safety
00023228	Telecomm Equipment Operator	07	Safety
00023671	Telecomm Equipment Operator	07	Safety
00023729	Telecomm Equipment Operator	08	Safety
00024944	Telecomm Equipment Operator	08	Safety
00024976	Telecomm Equipment Operator	07	Safety
00025348	Telecomm Equipment Operator	07	Safety
00025934	Telecomm Equipment Operator	08	Safety
00026160	Telecomm Equipment Operator	07	Safety
00026259	Telecomm Equipment Operator	07	Safety
00026494	Telecomm Equipment Operator	08	Safety
00026789	Telecomm Equipment Operator	08	Safety
00026838	Telecomm Equipment Operator	08	Safety
00027113	Telecomm Equipment Operator	08	Safety
00027141	Telecomm Equipment Operator	07	Safety
00027416	Telecomm Equipment Operator	08	Safety
00027569	Telecomm Equipment Operator	08	Safety
00031978	Telecomm Equipment Operator	08	Safety
00031979	Telecomm Equipment Operator	08	Safety
00031980	Telecomm Equipment Operator	08	Safety
00031982	Telecomm Equipment Operator	07	Safety
00031985	Telecomm Equipment Operator	08	Safety
00031995	Telecomm Equipment Operator	07	Safety
00032006	Telecomm Equipment Operator	08	Safety
00032031	Telecomm Equipment Operator	08	Safety
00032032	Telecomm Equipment Operator	08	Safety
00032048	Telecomm Equipment Operator	07	Safety
00032049	Telecomm Equipment Operator	08	Safety
00032051	Telecomm Equipment Operator	08	Safety
00032052	Telecomm Equipment Operator	07	Safety
00032109	Telecomm Equipment Operator	07	Safety
00032211	Telecomm Equipment Operator	08	Safety
00032213	Telecomm Equipment Operator	08	Safety
00032233	Telecomm Equipment Operator	08	Safety
00032234	Telecomm Equipment Operator	08	Safety
00032236	Telecomm Equipment Operator	08	Safety

00032237	Telecomm Equipment Operator	07	Safety
00032239	Telecomm Equipment Operator	08	Safety
00032241	Telecomm Equipment Operator	07	Safety
00001800	Telecomm Equipment Operator	05	Safety
00005293	Telecomm Equipment Operator	05	Safety
00011589	Telecomm Equipment Operator	05	Safety
00085197	Telecomm Equipment Operator	05	Safety
00085557	Telecomm Equipment Operator	05	Safety
00006151	Telecomm Equipment Operator	08	Safety
00017501	Telecomm Equipment Operator	05	Safety
00014211	Telecomm Equipment Operator	05	Safety
00033628	Telecomm Equipment Operator	05	Safety
00032097	Telecomm Equipment Operator	05	Safety
00017028	Telecomm Equipment Operator	05	Safety
00020434	Telecomm Equipment Operator	05	Safety
00027291	Telecomm Equipment Operator	05	Safety
00017550	Telecomm Equipment Operator	05	Safety
00025348	Telecomm Equipment Operator	05	Safety
00031998	Telecomm Equipment Operator	05	Safety
00001893	Training Specialist (Dispatcher)	11	Safety
00007357	Training Specialist (Dispatcher)	12	Safety
00012153	Training Specialist (Dispatcher)	11	Safety
00012597	Training Specialist (Dispatcher)	11	Safety
00014138	Training Specialist (Dispatcher)	11	Safety
00017061	Training Specialist (Dispatcher)	12	Safety
00018783	Training Specialist (Dispatcher)	12	Safety
00023512	Training Specialist (Dispatcher)	11	Safety
00002187	311 Operations Team Leader	09	Protection
00031983	311 Operations Team Leader	09	Protection
00031984	311 Operations Team Leader	09	Protection
00047377	311 Operations Team Leader	09	Protection
00047378	311 Operations Team Leader	09	Protection
00007411	Call Center Operations Supervisor	12	Protection
00011801	Call Center Operations Supervisor	12	Protection
00085563	Call Center Operations Supervisor	12	Protection
00085558	Customer Service Representative	06	Protection
00085556	Customer Service Representative	06	Protection
00073681	Customer Service Representative	06	Protection
00073683	Customer Service Representative	06	Protection
00001009	Customer Service Representative	08	Protection

00002950	Customer Service Representative	07	Protection
00003707	Customer Service Representative	07	Protection
00004970	Customer Service Representative	07	Protection
00008524	Customer Service Representative	06	Protection
00009169	Customer Service Representative	07	Protection
00012941	Customer Service Representative	08	Protection
00014268	Customer Service Representative	06	Protection
00016753	Customer Service Representative	06	Protection
00019387	Customer Service Representative	06	Protection
00021559	Customer Service Representative	07	Protection
00023180	Customer Service Representative	06	Protection
00023887	Customer Service Representative	08	Protection
00026651	Customer Service Representative	07	Protection
00032058	Customer Service Representative	07	Protection
00032068	Customer Service Representative	06	Protection
00032069	Customer Service Representative	06	Protection
00032212	Customer Service Representative	07	Protection
00045518	Customer Service Representative	06	Protection
00045523	Customer Service Representative	07	Protection
00046844	Customer Service Representative	06	Protection
00047370	Customer Service Representative	06	Protection
00047372	Customer Service Representative	06	Protection
00047374	Customer Service Representative	07	Protection
00047375	Customer Service Representative	07	Protection
00047416	Customer Service Representative	06	Protection
00050958	Customer Service Representative	06	Protection
00050959	Customer Service Representative	06	Protection
00051081	Customer Service Representative	06	Protection
00051082	Customer Service Representative	06	Protection
00051114	Customer Service Representative	06	Protection
00051149	Customer Service Representative	06	Protection
00070725	Customer Service Representative	06	Protection
00071834	Customer Service Representative	06	Protection
00073021	Customer Service Representative	07	Protection
00073022	Customer Service Representative	06	Protection
00073023	Customer Service Representative	06	Protection
00073314	Customer Service Representative	06	Protection
00073315	Customer Service Representative	06	Protection
00073316	Customer Service Representative	06	Protection
00073317	Customer Service Representative	06	Protection
00073318	Customer Service Representative	06	Protection

00073319	Customer Service Representative	07	Protection
00073320	Customer Service Representative	06	Protection
00073578	Customer Service Representative	06	Protection
00073679	Customer Service Representative	06	Protection
00073682	Customer Service Representative	06	Protection
00073685	Customer Service Representative	06	Protection
00073687	Customer Service Representative	06	Protection
00077736	Customer Service Representative	08	Protection
00077738	Customer Service Representative	08	Protection
00077740	Customer Service Representative	08	Protection
00077741	Customer Service Representative	08	Protection
00077743	Customer Service Representative	08	Protection
00050955	Customer Service Representative	6	Protection
00073319	Customer Service Representative	6	Protection
00032002	Customer Service Representative	6	Protection
00085196	Customer Service Representative	6	Protection
00085561	Customer Service Representative	6	Protection
00046843	Customer Service Specialist	09	Protection
00047376	Customer Service Specialist	09	Protection
00047413	Customer Service Specialist	09	Protection
00047414	Customer Service Specialist	09	Protection
00047415	Customer Service Specialist	09	Protection
00047417	Customer Service Specialist	09	Protection
00047417	Customer Service Specialist	9	Protection
00051008	Agency Fiscal Officer	15	Security
00077756	Chief Administrative Officer	15	Security
00025334	Chief Information Technology Officer	16	Security
00031981	Deputy Chief Information Officer	15	Security
00075491	Deputy Director	16	Security
00003977	Electronics Engineer	12	Security
00010284	Electronics Engineer	12	Security
00024204	Electronics Engineer	14	Security
00020955	Electronics Technician	11	Security
00024253	Electronics Technician	11	Security
00048786	Electronics Technician	11	Security
00077755	Electronics Technician	11	Security
00032221	Human Resources Officer	14	Security
00003004	Information Technology Specialist	12	Security
00051037	Information Technology Specialist	12	Security
00051454	Information Technology Specialist	12	Security
00084832	Inventory Management Specialist	11	Security

00084817	IT Program Manager	14	Security
00084833	IT Program Manager	14	Security
00009047	Management Analyst	13	Security
00045509	Management Analyst	14	Security
00051148	Management Analyst	12	Security
00010471	Program Analyst	12	Security
00045510	Program Analyst	13	Security
00051431	Program Analyst	12	Security
00063296	Program Analyst	12	Security
00065403	Program Analyst	12	Security
00074712	Program Analyst	12	Security
00073737	Program Manager	14	Security
00084818	Program Manager	14	Security
00077698	Public Affairs Specialist	12	Security
00032145	Staff Assistant	11	Security
00008593	Sup. Electronics Engineer	14	Security
00077559	Supervisory Attorney Advisor	02	Security
00032005	Telecomm Transcriptionist	05	Security
00032007	Telecomm Transcriptionist	5	Security
00032008	Telecomm Transcriptionist	05	Security
00032009	Telecomm Transcriptionist	05	Security
00032011	Telecomm Transcriptionist	05	Security
00083437	Training and Organizational Dev Specialist	13	Security

Attachment 11 –
Enhanced Suitability Screening Forms

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dchr
DC Department of Human Resources

INDIVIDUAL NOTIFICATION OF CRIMINAL BACKGROUND AND TRAFFIC RECORDS CHECK
District of Columbia Department of Human Resources

To: _____ _____

Employee/Applicant/Volunteer Name (Print) | Position Title

_____ _____

Agency | Organization Unit

In accordance with Chapter 4 of the D.C. personnel regulations, Suitability, this notice informs you that you have been appointed to, or you currently occupy, either as an employee or a volunteer, a covered position that makes you subject to an initial criminal background check or traffic record check and to periodic checks while assigned. If you are detailed, temporarily promoted, or temporarily reassigned to a covered position, you are also subject to an initial criminal background check or traffic record check and to periodic checks while assigned. Covered positions include: (1) **Safety sensitive**, which are positions with duties and responsibilities which if performed while under the influence of drugs or alcohol, could lead to a lapse of attention that could cause actual, immediate and permanent physical injury or loss of life to self or others; (2) **Protection sensitive**, which are positions with duties or responsibilities caring for or ensuring the well-being of children or youth, patients, the elderly, or other vulnerable persons; and (3) **Security sensitive**, which are positions of special trust that may reasonably be expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, loss, impairment, or control of communications. Generally, any position that is subject to the traffic record check requirement is also subject to the criminal background check requirement.

As an appointee, employee, or unsupervised volunteer in a covered position at a District government agency, you are hereby informed that you are subject to criminal background check(s). You are also informed that the information obtained from a criminal background check will not immediately disqualify or create a presumption against your employment or volunteer status unless the Mayor determines that your employment or volunteer status poses a present danger to the public.

The personnel authority must request certain information from you, and provide you with notice and information on the requirement for the criminal background, credit and traffic record checks. The personnel authority will use three (3) forms to provide the required notice and information to you: (1) the **Individual Notification of Criminal Background Check and Traffic Record Check Requirements** which gives you individual notice and general information about the requirement for the checks, (2) the **Disclosure** form which requests information from you about your criminal history, and lastly (3) the **Authorization** form that you will sign to give the District government permission to conduct a criminal background check. You will be asked to sign each of the three (3) forms.

ACKNOWLEGEMENT

I hereby acknowledge receipt of the ***Individual Notification of Criminal Background Check and Traffic Record Check Requirements*** form.

_____ _____ _____

Employee/Applicant/Volunteer Name (Print) | Employee/Applicant/Volunteer (Signature) | Date

DCSF No. 04-01A (Rev. 10/15)

dchr
DC Department of Human Resources

CRIMINAL BACKGROUND CHECK REFERRAL FORM
District of Columbia Department of Human Resources

The employee/applicant/volunteer must present this Referral Form with a picture identification and a completed Criminal History Request Form (PD-70) to:

Metropolitan Police Department Headquarters
Criminal Records Office
Henry J. Daly Building
300 Indiana Avenue, NW, 3rd Floor, Room 3058
Washington, DC 20001

EMPLOYEE/APPLICANT/VOLUNTEER INFORMATION

Employee/Applicant/Volunteer Full Name (Print) _____ Social Security Number _____

E-Mail Address _____ Telephone Number _____

Employee/Applicant/Volunteer (Signature) _____ Date _____

MPD ACKNOWLEDGEMENT OF RECEIPT

MPD Representative (Print) _____ Date _____

FOR OFFICIAL USE ONLY: TO BE COMPLETED BY HUMAN RESOURCES REPRESENTATIVE

Position Title _____ Agency _____

Position Type: ◯ Employee ◯ Applicant ◯ Volunteer

Designation: ◯ Safety Sensitive ◯ Protection Sensitive ◯ Security Sensitive

HR Representative (Print) _____ Telephone Number _____

HR Representative (Signature) _____ Date _____

DISTRIBUTION Original: MPD Copy: Referring Agency Copy: DCHR Copy: Employee/Applicant/Volunteer DCSF No. 04-09 (Rev. 10/15)

dchr

CRIMINAL BACKGROUND CHECK AUTHORIZATION
District of Columbia Department of Human Resources

Pursuant to Chapter 4 of the D.C. personnel regulations, Suitability, an appointee, employee, or unsupervised volunteer must complete and sign the authorization on this form to authorize a criminal background check.

DECLARATION

I have been informed that the District government agency named on the ***Individual Notification of Criminal Background Check and Traffic Record Check Requirements*** form is subject to and authorized to conduct a criminal background check on me and may choose to deny me employment, a volunteer position, or terminate my employment or volunteer position based on the outcome.

The D.C. Metropolitan Police Department (MPD) or other appropriate entity will conduct criminal background checks in accordance with Federal Bureau of Investigations (FBI) policies and procedures. Traffic record check will be obtained form the traffic records maintained by the District of Columbia and/or my state or local Motor Vehicle Administration. I understand that I have the right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report.

I understand that an appointee or volunteer who intentionally provides false information in the course of applying for a position is subject to prosecution pursuant to the District of Columbia Theft and White Collar Crimes Act (D.C. Official Code § 22-2405 (2012 Ed)).

ACKNOWLEGEMENT & AUTHORIZATION

I hereby acknowledge receipt of this Authorization Form and authorize the MPD or other entity as appropriate to conduct a criminal background check and traffic check on me as described above.

_____ Male ◯ Female ◯
Employee/Applicant/Volunteer Name (Print)

_____ _____
Social Security Number Date of Birth

_____ _____
Employee/Applicant/Volunteer (Signature) Date of Acknowledgement

FOR OFFICIAL USE ONLY

Report to: _____ on _____ at _____
Location Date Time (HH:MM) (AM/PM)

dchr
DC Department of Human Resources

CRIMINAL BACKGROUND DISCLOSURE FORM
District of Columbia Department of Human Resources

By law, mayor's order, and personnel regulations, each employee, applicant and volunteer is required to make an affirmation of his/her entire adult criminal history with respect to the following offenses:

1. Murder, manslaughter, mayhem, malicious disfiguring of another, abduction, kidnapping, burglary, theft, breaking and entering, robbery, or larceny;
2. Assault with the intent to commit any felony;
3. Assault on a police officer, or other government official, without regard to level of sentencing;
4. A violation of narcotic laws, except simple narcotics possession without intent to distribute (misdemeanor) or possession of drug paraphernalia; or
5. A sexual offense, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but, excluding sodomy between consenting adults.

CRIMINAL BACKGROUND DISCLOSURE STATEMENT

For each of the following questions, indicate either yes or no:

Have you ever been convicted of any of the offenses listed above (items 1-5)?	Yes ◯	No ◯
Have you ever pleaded nolo contendere to any of the offenses listed above (items 1-5) or their equivalent, either in the District of Columbia, or in any state or territory?	Yes ◯	No ◯
Are you currently on probation before judgment or on a stet docket involving a criminal charge for any of the offenses listed above (items 1-5)?	Yes ◯	No ◯
Have you ever been found not guilty by reason of insanity for any of the offenses listed above (items 1-5), or their equivalent, in the District of Columbia or in any state or territory?	Yes ◯	No ◯

I affirm the answers provided in this document are true and accurate. I understand that making a false statement on this document is a criminal offense and that, if convicted, I could be fined up to $1,000 and imprisoned for 180 days.

Male ◯ Female ◯

Employee/Applicant/Volunteer Name (Print)

Social Security Number

Date of Birth

Employee/Applicant/Volunteer (Signature)

Date of Acknowledgement

DCSF No. 04-19 (Rev. 10/15)

dchr
DC Department of Human Resources

CREDIT CHECK AUTHORIZATION FORM
District of Columbia Department of Human Resources

In accordance with the Fair Credit Reporting Act, (Act), approved October 26, 1970 (P.L. 91-508; 15 U.S.C. § 1681), this notifies you that a Consumer Credit Report or Investigative Consumer Report will be obtained on you for purposes of your employment in a security sensitive position.

AUTHORIZATION TO RELEASE INFORMATION

By signing below, I hereby authorize the District government agency considering me for employment in a security sensitive position noted above, to contact any and all credit agencies to release information about my background including, but not limited to, information about my consumer credit history. I release from all liability all persons and companies supplying such information. I further discharge and release the District government against any liability that may result from making such requests. I understand that this credit check is needed in connection with a tentative offer of appointment to a security sensitive position made to me by the _____Employing Agency_____ .

I also acknowledge that I have received a summary or my rights under the Fair Credit Reporting Act and understand that before taking any adverse action based in whole or in part on the report, a copy of the report will be provided to me upon my request along with the name and address of the reporting agency that produced the report. I believe, to the best of my knowledge, that all information I have provided below is accurate, true and correct, and attest that I fully understand the terms of this release.

Employee/Applicant/Volunteer Name (Print)	Social Security Number
Other Name(s) Used (Print)	Date of Birth
Address	
Employee/Applicant/Volunteer (Signature)	Date of Acknowledgement

NOTE: Information regarding disclosure of your Social Security Number (SSN) is in accordance with section 3104.3 of Chapter 31 of the D.C. personnel regulations, Records Management and Privacy of Records. Disclosure of your SSN is mandatory to obtain the services and benefits of employment with the District government. The SSN is used as an identifier throughout your District government career. The SSN also will be used by the District government in connection with lawful requests for information about you directed to your former employees, educational institutions and financial or other organizations. The information gathered through the use of the SSN will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.

DCSF No. 04-08 (Rev. 10/15)

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

INDIVIDUAL NOTIFICATION OF REQUIREMENTS
DRUG AND ALCOHOL TESTING: Safety Sensitive
District of Columbia Department of Human Resources

To: _____ _____ _____
Employee/Applicant/Volunteer Name (Print) Position Title Agency

It is the policy of the District government to provide a drug free workplace and for all employees to abide by this policy. In accordance with Chapter 4 of the D.C. personnel regulations, *Suitability,* this notice informs you that you have been appointed to, or occupy, either as an employee or a volunteer, a covered position that makes you subject to drug and alcohol testing. If you are detailed, temporarily promoted, or temporarily reassigned to a covered position, you are also subject to drug and alcohol testing while assigned. Covered positions include safety-sensitive positions with duties or responsibilities that if performed while under the influence of drugs or alcohol could lead to a lapse of attention that could cause actual, immediate, and permanent physical injury or loss of life to self or others. **Safety sensitive positions are subject to (1) pre-employment, (2) random, (3) reasonable suspicion, (4) post-accident or incident, and (5) return to duty/follow-up drug and alcohol testing**. **The position listed above is designated as Safety Sensitive.**

As an appointee, employee, or volunteer in a covered position at a District government agency, you are hereby informed that this District agency is subject to drug and alcohol testing. Thirty (30) days after you acknowledge receipt of this advance written notice, you will be subject to drug and alcohol testing, unless you acknowledge a drug or alcohol problem during the 30-day notification period. An employee who acknowledges a drug or alcohol problem during this period by contacting his/her immediate supervisor, agency HR personnel, or the D.C. Department of Human Resources' Drug and Alcohol Testing Program Coordinator, will be given one (1) opportunity to undergo a counseling and rehabilitation program, and will not be subject to administrative action while completing the program. While an employee is undergoing counseling, they will be removed from performing safety-sensitive duties and the random testing pool.

An employee who fails to disclose a drug or alcohol problem during the 30-day notification period, and thereafter tests positive for drugs and alcohol will be subject to termination of employment. An employee who discloses a drug or alcohol problem upon receipt of this notice, receives counseling and treatment, is returned to duty in his/her covered position, and thereafter tests positive for drugs or alcohol, will be subject to the termination of employment.

Each personnel authority is required to provide you with notice and information on the requirements for drug and alcohol testing at least 30 days in advance of your placement in the program. This notice constitutes your 30-day advance notice of your placement in the District's drug and alcohol testing program. This notice contains two documents: (1) This **Individual Notification of Drug and Alcohol Testing Requirements** which provides you with general information about the requirement for testing and (2) **Frequently Asked Questions** which provide a more detailed explanation of the pertinent issues related to drug and alcohol testing. You are required to acknowledge receipt of both of these documents by signing your name at the bottom of this document.

ACKNOWLEGEMENT OF RECEIPT

I have read the ***Individual Notification of Drug and Alcohol Testing Requirements*** form and by signing my name below acknowledge that I currently occupy a safety-sensitive position that is subject to drug and alcohol testing and that I have been given a copy of the ***Individual Notification of Drug and Alcohol Testing Requirements*** and **Frequently Asked Questions**. I acknowledge that if I have a drug or alcohol problem, I am required to disclose my problem to one of the designated personnel noted above and can seek treatment and counseling services. I understand that I may not be subject to administrative action while I complete a program of treatment and counseling, but that I will be removed from my safety-sensitive position until such time that I have successfully completed the program. I also acknowledge that should I test positive for drugs or alcohol thirty (30) days after receipt of this notice or after having completed my treatment program, whichever is applicable, I will be subject to the termination of my employment. Finally, I acknowledge that I have been given a list of referral services for treatment and counseling, contained in the **Frequently Asked Questions**.

_____ _____ _____
Employee/Applicant/Volunteer Name (Print) Employee/Applicant/Volunteer (Signature) Date Acknowledged

_____ _____ _____
Serving Official Name (Print) Serving Official (Signature) Date Served

DCSF No. 04-09A (10/15)

dchr
DC Department of Human Resources

INDIVIDUAL NOTIFICATION OF REQUIREMENTS
DRUG AND ALCOHOL TESTING: Protection Sensitive
District of Columbia Department of Human Resources

To: _____ _____ _____
Employee/Applicant/Volunteer Name (Print) Position Title Agency

It is the policy of the District government to provide a drug free workplace and for all employees to abide by this policy. In accordance with Chapter 4 of the D.C. personnel regulations, *"Suitability"*, this notice informs you that you have been appointed to, or currently occupy, either as an employee or a volunteer, a covered position that makes you subject to drug and alcohol testing. If you are detailed, temporarily promoted, or temporarily reassigned to a covered position, you are also subject to drug and alcohol testing while assigned. Covered positions include protection-sensitive positions with duties or responsibilities that require caring for or ensuring the well-being of children or youth, patients, elders, or other vulnerable persons. **Protection sensitive positions are subject to (1) pre-employment, (2) reasonable suspicion, (3) post-accident or incident, and (4) return-to-duty drug/follow-up drug and alcohol testing. The position listed above is designated as Protection Sensitive.**

As an appointee, employee, or unsupervised volunteer in a covered position at a District government agency, you are hereby informed that this District agency is subject to drug and alcohol testing. If an appointee has a positive drug or alcohol test, fails or otherwise refuses to submit to a required drug or alcohol test, or refuses to follow instructions given during a required drug or alcohol test, any conditional offer of employment will be rescinded and/or no final offer of employment will be made. An employee will be deemed unsuitable for District government service and subject to immediate separation from a covered position if they have a positive drug or alcohol test. If an employee is deemed unsuitable, the employing agency will move the employee to a non-covered position, or if none are available, terminate his or her employment by immediately initiating the appropriate adverse action procedure as specified in Chapter 16 of the D.C. personnel regulations or any applicable collective bargaining agreement. Whenever an employee is deemed unsuitable, the facts supporting that determination will initiate adverse action under Chapter 16 of the D.C. personnel regulations.

Each personnel authority is required to provide you with notice and information on the requirements for drug and alcohol testing. This constitutes the required notice and contains two documents: (1) the **Individual Notification of Drug and Alcohol Testing Requirements** which provides you with general information about the requirement for testing and (2) **Frequently Asked Questions** which provide a more detailed explanation of the pertinent issues related to drug and alcohol testing. You are required to acknowledge receipt of both of these documents by signing your name at the bottom of this document.

ACKNOWLEGEMENT OF RECEIPT

I have read the ***Individual Notification of Drug and Alcohol Testing Requirements*** form and by signing my name below acknowledge that I have been appointed to or currently occupy a protection-sensitive position that is subject to drug and alcohol testing and that I have been given a copy of the ***Individual Notification of Drug and Alcohol Testing Requirements*** and **Frequently Asked Questions**. I also acknowledge that should I test positive for drugs or alcohol during any of the above mentioned drug and alcohol tests, that I will be subject to removal from my covered position and/or termination of my employment. Finally, I acknowledge that I have been given a list of referral services for treatment and counseling, contained in the **Frequently Asked Questions**.

_____ _____ _____
Employee/Applicant/Volunteer Name (Print) Employee/Applicant/Volunteer (Signature) Date Acknowledged

_____ _____ _____
Serving Official Name (Print) Serving Official (Signature) Date Served

DCSF No. 04-09B (10/15)