

STRATEGIC RECRUITMENT GUIDE

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Disclaimer

This Strategic Recruitment Guide was developed to provide general information on competitive and non-competitive recruitment procedures.

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

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

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

NOTE

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

Strategic Vision

The DC Department of Human Resources is excited as we continue to embark on our journey to “attract, develop and retain a well-qualified, diverse workforce.” We are constantly modifying our brand to provide the best culture for the district, it is our mission to spearhead all recruitment endeavors and continue to implement processes that commensurate with contemporary Human Capital Management trends. While we continually strive to serve the constituents of this city, we also aspire to recruit the best candidates for our opportunities. DCHR is committed to collaborating with external and internal stakeholders to align our performance goals with current industry trends.

As we shift our framework from the culture of staffing our workforce to developing innovative recruitment strategies, it is imperative that we continue to communicate with our internal Human Resources community to share successful business practices, collaborate on capital analytics to drive our operations, and heed the concerns of our current employees to strengthen the DCHR brand.

Introduction and Applicability

Purpose

The purpose of the General Information Guide on Competitive/Non-Competitive Recruitment is to provide the District of Columbia government employees and hiring community with updated information on both competitive and non-competitive recruitment procedures. This guide provides a recruitment framework in which all agencies throughout the District of Columbia can refer to for guidance regarding non-competitive and competitive recruitment strategies. This includes a new evaluation method that is inclusive of compensable factors, job specifications and preferences.

Competitive Recruitment for Management Supervisory Service (MSS) At-Will Status

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

NOTE

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

Applicability

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

Competitive & Non-Competitive Legal and Regulatory Authority

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

- Ensure that job requisition are filled with best qualified candidate available, while considering both the immediate and long term recruitment needs of employing agencies;
- Guarantee all selections are in accordance with Equal Employment Opportunity regulations;
- Employ methods that are consistent with the guidelines set forth in the District Personnel Manual, and;
- Ensure all selections are without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability.
- Complete all personnel actions without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information and disability.

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

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

Roles & Responsibilities

Tier I and II agencies:

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

- Ensuring all recruitment processes and procedures are in compliance and aligned with the mission and strategic human capital vision of the District of Columbia;
- Working collaboratively with each covered agency to resolve any recruitment and/or selection issues; and providing strategic guidance that will yield a highly well qualified, diverse workforce.
- Providing strategic guidance to both internal and external stakeholders, and providing solutions based on present industry standards;
- Reviewing all salary exceptions, superior qualifications recruitment requests, and subsequently providing tactical recommendations
- Reviewing and approving requests for non-selection of residency preference candidate
- Reviewing all offer letter templates and ensuring documents comply with current recruitment regulations
- Evaluating recruitment strategies to certify compliance with the District Personnel Manual and the Recruitment Guide;
- Administering the Displaced Employee Program (DEP), establishing and developing candidate pools for non-technical/professional positions in covered agencies
- Reviewing, analyzing, and executing all recruitment requests; and
- Conducting pre-employment drug testing and pre-employment criminal background for general and enhanced suitability checks in accordance with established laws and regulations.

Agency HR Staff:

- Collaborating with hiring managers to identify and agree upon strategic recruitment strategies that will aid in the successful hire of applicant.
- Preparing job requisitions for open competition recruitment, and ensuring that such announcements include information concerning the various residency requirements, qualifications requirements, evaluation methods, criminal background checks and traffic record checks, or both; drug and alcohol testing requirements, if any; equal employment statements, etc.;
- Posting requisitions, sourcing, and advertising vacancy announcements of open positions using the DCHR website and other media/communication outlets, as appropriate;
- Ensuring all requisition postings are aligned with the associated certified position description; verifying the accurate qualifications are reflected in every vacancy;
- Evaluating applicants' credentials in accordance with the D.C. Personnel Regulations and procedures;
- Conducting pre-employment inquiries, reference checks, and background checks/investigations for new hires and current employees in accordance with Chapter 4 of the D.C. Personnel Regulations, Organization for Personnel Management, and any other applicable laws or regulations;
- Setting the salary for appointments, promotions, and other pay actions that do not involve superior qualifications or require a salary justification (i.e., appointments to the Career Service for which the salary would be set beyond the representative rate (step 4) for the grade), in strict accordance with the provisions of Chapter 11 of the D.C. Personnel Regulations, Classification and Compensation;
- Submitting requests for superior qualifications appointments and salary exceptions (i.e., requests to set the salary for a Management Supervisory Service appointment beyond the midpoint range on the salary schedule); requests for payment of hiring bonuses; and requests for payment of additional income allowances (AIAs), to the director of DCHR, for consideration for approval;

- Utilizing in the preparation and maintenance of evaluating and selecting for each position in the Career, Legal, and Management Supervisory Services filled through open competition, as well as or Temporary Appointments Pending Establishment of a Register (TAPER) and non-competitive term appointments in the Career Service;
- In accordance with D.C. Personnel Regulations concerning reemployment priority programs, e.g. the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), obtaining clearance from DCHR ARPP/DEP Coordinator(s) before making an offer through open competition of positions subject to these programs; and
- Resolving informal merit staffing-related complaints from employees.
- Assisting selecting officials in establishing career progression paths in their organizations

Hiring Manager:

- Collaborating with HR stakeholders to identify and agree upon strategic recruitment strategies that will aid in the successful hire of applicants.
- Utilizing to review submitted applications and designating next steps in the hiring process (ie: scheduling interviews or moving candidates to the offer stage).

Tier III agencies and agencies with memorandum of understanding (MOU) with DCHR:

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

- Ensuring all recruitment processes and procedures are in compliance and aligned with the mission and strategic human capital vision of the District of Columbia;
- Ensuring all requisition postings are aligned with the associated certified position description; verifying the accurate qualifications are reflected in every vacancy
- Working collaboratively with each covered agency to resolve any recruitment and/or selection issues; and providing strategic guidance that will yield a highly well qualified, diverse workforce.
- Providing strategic guidance to both internal and external stakeholders, and providing solutions based on present industry standards;
- Reviewing all salary exceptions, superior qualifications recruitment requests, and subsequently providing tactical recommendations
- Reviewing and approving requests for non-selection of residency preference candidates
- Creating comprehensive recruitment strategies and sourcing of candidates
- Preparing all job requisitions in accordance with the District Personnel Manual and the Recruitment Guide
- Evaluating applicants' for given requisitions in accordance with the D.C. Personnel Regulations and procedures; certifying that all supporting documents provided by applicants are accurate
- Creating all offer letter templates and ensuring documents comply with current recruitment regulations
- Evaluating recruitment strategies to certify compliance with the District Personnel Manual and the Recruitment Guide;
- Oversight of the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), and monitoring the participants to ensure displaced employees are receiving the appropriate preferences by the agencies.
- Conducting pre-employment drug testing and pre-employment criminal background checks, traffic record checks for new hires in covered agencies in accordance with established laws and regulations.
- Resolving and mitigating informal recruitment or selection complaints from employees
- Providing employee counseling and training regarding competitive procedures. In accordance with D.C. Personnel Regulations concerning reemployment priority programs, e.g. the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), obtaining clearance from DCHR ARPP/DEP Coordinator(s) before the advertisement through open competition of positions subject to these programs

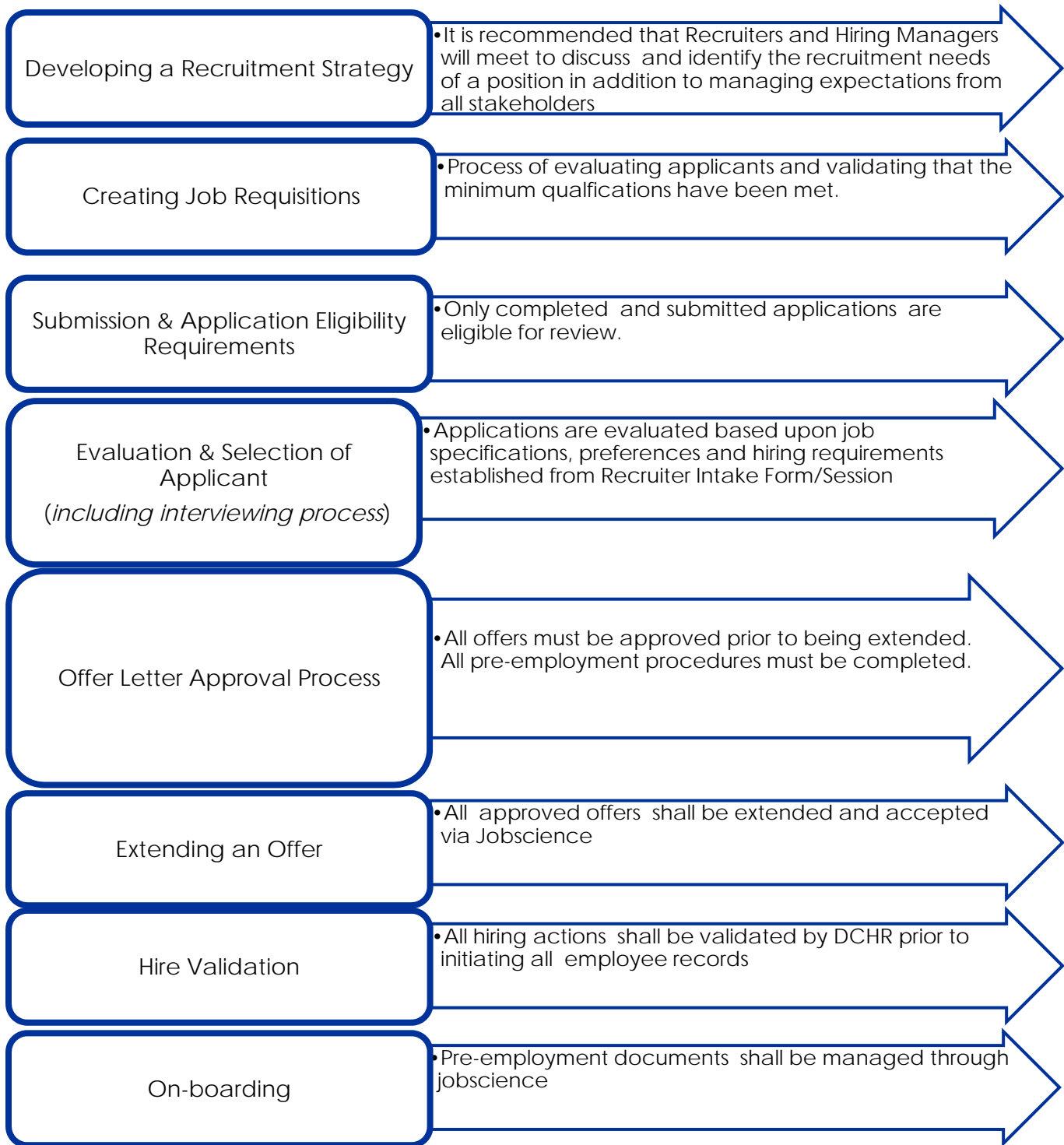
Subordinate Agencies:

- Resolving informal merit staffing-related complaints from employees.
- Assisting selecting officials in establishing career ladders in their organizations.
- Utilizing Job Science in the preparation and maintenance of evaluating and selection for each position in the Career, Legal, and Management Supervisory Services filled through open competition, as well as for Temporary Appointments Pending Establishment of a Register (TAPER) and non-competitive term appointments in the Career Service;

Hiring Managers:

- Collaborating with HR stakeholders to identify and agree upon strategic recruitment strategies that will aid in the successful hire of applicants.
- Utilizing Job Science to review submitted applications and designating next steps in the hiring process (ie: scheduling interviews or moving candidates to the offer stage).

Recruitment Process at a Glance



Developing a Recruitment Strategy

Once a hiring need is identified by either the HR Specialist, Recruiter, or the Hiring Manager, a recruitment “kick off” meeting shall be conducted to identify the emergent and high priority needs of the position. This effort will also assist in identifying any previous or anticipated hiring challenges related to qualifications, salary requirements, or specialized skillset. During this stage, the Hiring Manager and Recruiter should collaborate to create prescreening questions. These questions play an intricate role in the evaluation of applicants. These questions must correspond with the job specifications for the given role. It is also during this stage that expectations are established in determining interviewing methods (i.e., panel members, phone interview, skype) and time frames regarding the hiring cycle.

Recruitment Intake Form: The Recruitment Intake Form will aid in identifying the ideal candidate profile for position(s). ***Recruitment Intake Form*** shall be utilized to document the details of the kick off meeting and to assist with the recruitment efforts. The completed intake form shall be uploaded into at the time of the requisition creation stage.

Identifying Candidate Sourcing Strategies: Sourcing is proactively searching for qualified job candidates for current or future open positions. The purpose of sourcing is to develop a qualified candidate pool. It can consist of a variety of strategic methods to locate candidates for hard-to-fill or niche positions. Sourcing is generally conducted to reach potential active and passive job seekers. While developing a recruitment strategy for any given recruitment need, identifying a sourcing strategy may be necessary if the position has been identified as “hard to fill” or requires “specialized/niched skill set”.

Creating Job Requisitions

Contents of Job Requisition

All requisitions shall be primarily advertised on DCHR’s website (Recruiters have the option of advertising requisitions on third-party job boards as well). Jobscience, will integrate position data from PeopleSoft which will provide the framework of all requisitions. Specific fields will be populated from the (PeopleSoft) Positions object when the PS Position Number is identified in the Requisition.

Each requisition to be filled through competitive procedures is to be advertised on DCHR’s website and other platforms as requested or identified by the hiring agency. Each job requisition shall contain the approved job specification and template that is housed in PeopleSoft. The contents of the job posting will automatically populate upon creation of the requisition (refer to user manual for instructions).

The following fields may be edited for revision:

- a. Job Summary
- b. Licensure, Certifications and other Requirements
- c. Education
- d. Work Experience

The remaining fields that may not be edited for revision are:

- e. Qualifications
- f. Work Environment

It is the responsibility of the hiring authority to ensure that the job postings are aligned with the original certified position description. Access to all certified position descriptions are available on the DCHR intranet. Each job requisition should contain information including but not limited to the following:

- g. Job Title: Enter any text in this field, and it will auto populate the correct job title upon saving from the Position's table.
- h. PeopleSoft (PS) Position Number: Type of Appointment
- i. Hiring Manager
- j. Area of Consideration
- k. Question Sets

The below table illustrates the fields required for requisitions in Jobscience. The fields illustrated in blue should be entered or edited to complete the requisition creation process prior to obtaining approval and posting the job advertisement.

Requisition Field	Description	Editable?	History	Job Board
REQUISITION DETAILS				
Job Title	PeopleSoft position data.	x	x	x
Requisition Number	Auto sequenced ID number			x
Approval Status	Defaults to "Not Submitted"		x	
Stage	Defaults to "New"		x	
PS Position Number	User selection at the time of requisition create	x	x	
Last Update From Position	Date/Time of the most recent update from PeopleSoft on the POSITION record			
Job Code	PeopleSoft position data			
Record Type	User selection at the time of requisition create (Competitive or Non-Competitive)	x		
Owner	If you are an Originator, change this field to the Recruiter; otherwise this will reflect the Recruiter automatically	x	x	
Primary Recruiter	Make sure the Primary Recruiter and Owner are the same; this allows the system's "MY" reporting option to be utilized effectively	x	x	
Union Code	PeopleSoft position data			
Union Position	Yes or No	x	x	
Union Rep Email	If this is a Union Position, enter the email address of the Union Rep. An auto email will be sent to the Union Rep to notify the Union of the new job posting (Condition for the auto email = "Post Job" is ticked AND "Approval Status" = Approved AND "Record Type" = Competitive	x		

Requisition Field	Description	Editable?	History	Job Board
	AND “Union Position” = Yes and “Union Rep Email” not blank)			
AGENCY INFORMATION				
Agency Name	PeopleSoft position data			
Agency Code	Lookup to Agencies object			
Agency Tier Level	Lookup to Agencies object			
Department Number	PeopleSoft position data			
Agency	PeopleSoft position data (used for the job board)			x
Hiring Manager	Lookup a DC Government Employee using the push pin	x	x	
Hiring Manager Email	Auto filled based on the Hiring Manager selected			
POSITION DETAIL				
Job Family	PeopleSoft position data			x
Job Function	PeopleSoft position data			
Type of Appointment	Select the type of appointment from the picklist	x	x	
Grade	PeopleSoft position data			x
Promotion Potential	Yes or No	x	x	x
Min Salary	PeopleSoft position data			
Max Salary	PeopleSoft position data			
FLSA Status	PeopleSoft position data			
Confidential Position	PeopleSoft position data			
Location	Select the Location from the picklist of Locations	x	x	x
Area of Consideration	Select the Area of Consideration from the picklist	x	x	x
Full Time/Part Time	PeopleSoft position data			x
Regular/Temp	PeopleSoft position data			x
Standard Hours	PeopleSoft position data			
Std Hours Frequency	PeopleSoft position data			

After completing the required fields, click save and the information related to the position will be pulled from the PeopleSoft Positions data, which includes the job specifications. The primary Recruiter is responsible for ensuring that the posting requirements that are automatically populated reflect the accurate job qualifications listed on the original certified position description. For example: verify the qualification years of experience and/or licensure or certification required to do the job matches the approved position description.

NOTE

Job templates have been downloaded into Jobsience however, Recruiters must ensure the education, licensure and experience required of the job corresponds with the certified position description.

Requisition Detail

[Edit](#) [Clone](#) [Close Job](#) [Update from Position](#)

[Search](#)
[Network](#)
[Tools](#)

▼ Requisition Details

Job Title	Student Intern	Record Type	Competitive [Change]
Requisition Number	JO-1409-504	Owner	DOH-Test Approver1 [Change]
Approval Status	Not Submitted	Primary Recruiter	DOH-Test Approver1
Stage	New	Union Code	XAA
PS Position Number	90078167	Union Position	
Last Update From Position	9/27/2014 9:50 AM	Union Rep Email	
Job Code	500174		

▼ Agency Information

Agency Name	Department of Health	Agency	Department of Health
Agency Code	HC	Hiring Manager	DOH-Test Manager2
Agency Tier Level	Tier I / II	Hiring Manager Email	dohmanager2@yahoo.com
Department Number	HC13000000		

▼ Position Detail

Job Family		Location	
Job Function		Area of Consideration	Open to the Public
Type of Appointment	82 - Career Service - Reg Appt	Full Time / Part Time	Full Time
Grade	05	Regular / Temp	Temp
Promotion Potential		Standard Hours	40.00
Min Salary	\$29,119.00	Std Hours Frequency	W
Max Salary	\$38,236.00		
FLSA Status	N		
Confidential Position	N		

▼ Question Set Detail

Internal Question Set	Master INTERNAL Question Set
External Question Set	Copy - Master EXTERNAL Question Set

Job Advertisement

Management Analyst

Job Summary

Under limited guidance, analyzes, evaluates, and recommends systemic financial, compliance, operational, and administrative improvements on efficiency, effectiveness, productivity, and management controls. Provides input/recommendations into modifications, development, and procedural analysis of business processes, supporting tools (including technology), and organizational structures. Creates standard operating procedures and monitors them regularly to ensure relevance. Prepares detailed reports using a combination of raw data and investigative findings, often collected through primary research. Analytical projects are often a result of compliance issues and systemic stakeholder complaints that are often highly visible, include a substantial financial component, and impact large portions of an agency.

- Serves as a project manager and subject matter expert in researching business process and compliance issues that impact productivity and organizational effectiveness. Audits organizational components, process flows, financial information, operating procedures, compliance activities, policy application/development, and alignment with legislative requirements and laws/regulations. Establishes a schedule of work that identifies project milestones and completion dates. Informs management on project activities.
- Advises top management on research findings and the implications on obstacles encountered towards achievement of business objectives. Provides recommendations and strategies in support of reengineering efforts
- Works closely with the management and project teams to carry out complex management studies dealing with work measurement, methods, and procedures, time standards, and/or benchmarking to identify root or systemic causes and problems, and propose solutions to improve efficiencies. Analyzes and reviews documentation procedures and controls. Develops and conducts internal reviews of related line functions in support of multiple divisions or branches.
- Conducts detailed analysis on operation functions and process and prepares detailed recommendations on improving efficiencies and/or solutions or alternative methods of proceeding. Prepares and presents process maps. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes
- Proactively alerts management to issues requiring immediate attention by the agency head and makes referrals to other divisions. Participates in problem definition, developing recommendations, and implementation of process improvement solutions for large project(s) and that are often visible and/or highly sensitive. Analysis often contains substantial financial review components.
- Serves as a senior consultant to management. Provides guidance and assistance to division personnel in carrying out recommended practices and/or implementations. Provides supporting data and assists with the development of policy changes and associated materials, which may include communications and training.
- May conduct specialized examinations of operations, including external entities that conduct business with the District or its citizens. Analyzes books, records, financial statements, and business documents. Prepares written reports and memorandum of findings, often with an emphasis on compliance. Provides input to policy writing.
- Performs other job-related duties as assigned.

Qualifications

- MS Office; advanced professional knowledge of business and management principles involved in strategic planning, financial management, policy analysis, program evaluation, resource allocation, and workforce analytics; advanced knowledge of financial and policy review/development, research and analysis, and project management skills; knowledge of web-based applications, administrative and business processes of area supported

Licensures, Certifications and other requirements

None

Education

- Bachelor's Degree in business, economics, finance, public administration, research, social sciences, or a related area or equivalent combination of education and/or experience

Work Experience

- 5 to 10 years

Work Environment

Master Question Sets

Upon creating a job requisition, you will notice DCHR has provided two question set templates. Both the internal and external question set templates may not be modified. These established Question Sets include questions regarding residency, CFSA, CCFP, CPM, military service, education, relative experience, etc. These questions are required to be answered by all applicants. The scores associated with education, experience and licensure will be utilized to auto-reject an application if their scores do not reach the “passing score” (Note: The auto-reject will only occur if/when the agencies add their

questions – up to 5 questions, totaling 40 points; otherwise, you will need to review the responses manually to determine if the application should be rejected)

Agency Question Sets

Agency question sets (previously known as ranking factors) are designed to help yield the ideal candidate for a given position. These questions will be asked during the application submission process and will assist you in identifying candidates in more detail.

Candidates may achieve a total cumulative score of 130 points. Agencies are allotted 40 points of that cumulative score, to design prescreening questions. DCHR recommends that requisitions have no more than 4 to 5 prescreening questions. The prescreening questions may be weighted equally or you may weight specific questions higher than others as long as the total positive (Yes) score of your questions equals 40.

Questions that are in a “text” format may not have points associated with them (refer to Jobsience user manual for instructions). Only “picklist” questions may have points assigned to them. Agencies may continue to use “text questions” outside of the 4 to 5 questions but for content purposes only.

In addition to the question sets allotted to the agencies within the Master Question Set, there is also a section for compensable factors. These five criteria are:

- Work Complexity
- Decision Making
- Impact of Decisions
- Communication and Customer Service
- Leadership

After completing your agency questions, you are required to adjust the compensable factor points associated with the level of the job you are posting. (Note: You must refer to the approved and certified position description to review all related compensable factors). You must keep the (2) points beside every compensable factor response that is both equal and higher of the job-level in which you are hiring. You must assign (0) points for every response that is lower than the level of the job you are posting for. For positions that have no Leadership compensable factor in their position descriptions, please allot (2) points for every response.

Q: Work Complexity [Edit](#) [Delete](#)

- A: Work and tasks are most often straightforward, routine, structured and guided by (0)**
- A: Work involves the application of moderately complex procedures and tasks that ar (2)**
- A: Work is substantially complex, varied and regularly requires the selection and a (2)**
- A: Work is non-standardized and widely varied, involving many complex and significa (2)**
- A: Work is highly complex and broad in scope covering several department/divisions. (2)**

Q: Decision Making [Edit](#) [Delete](#)

- A: Decisions are made on routine matters affecting few individuals and usually with (0)**
- A: Decisions are made on both routine and non-routine matters with some latitude, b (2)**
- A: Decisions are made with greater freedom and discretion, including recommendation (2)**
- A: Greater latitude and discretion is warranted in making decisions, which affect m (2)**

Q: Impact of Decisions [Edit](#) [Delete](#)

- A: Follow rules and procedures. Decisions can have minimal or no impact. Errors can (0)**
- A: Decisions have minor, small and possibly incremental impact on a division within (2)**
- A: Decisions have moderate impact to a department or division within a department. (2)**
- A: Decisions have considerable impact to an agency or department. Errors are seriou (2)**
- A: Decisions have a major impact to multiple agencies and may impact the general di (2)**

Q: Communications and Customer Service [Edit](#) [Delete](#)

- A: Completely responds to basic and simple customer inquiries, requests and complai (0)**
- A: Takes routine or required customer actions to meet customer needs. Completely re (2)**
- A: Regularly assesses and diffuses complex, and escalated customer issues. Regularl (2)**
- A: Leads others in the resolution of highly sensitive and confidential issues on be (2)**
- A: Anticipates customer needs, identifies and champions opportunities for the devel (2)**

Q: Leadership [Edit](#) [Delete](#)

- A: No supervisory responsibilities. However, may provide occasional work guidance, (2)**
- A: Work Leadership. Regularly provides project management or team leadership to a g (2)**
- A: Supervises. Regularly supervises the day-to-day operations of a group of employe (2)**
- A: Manages (Directly). Regularly manages employees in at least a single division, u (2)**
- A: Directs a group of Supervisors/Managers. Full management responsibilities of a d (2)**
- A: Oversees an agency, full management responsibilities of an agency including all (2)**
- A: Strategic oversight across a branch of the government or of an organization. Ful (2)**

Additional data must then be entered to complete the requisition. After the initial information on your new requisition gets populated, the status will default to “Draft.”

Editing an Existing Requisition

1. Should you need to return to the requisition at a later time, select the “Requisitions” tab and utilize the appropriate “MY” list views and locate the desired requisition (or by using the “Search” option).
2. When the Requisition is located, open the requisition by selecting the Job Title.
3. You may edit the record by selecting the “Edit” button or double-clicking on the desired field(s), making your change(s)

Competitive Requisitions

The following sections of the requisition are only required competitive requisitions.

Requisition Field	Description	Editable	History	Job Board
JOB POSTING DETAILS				

Requisition Field	Description	Editable	History	Job Board
Post Job	YOU SHOULD NOT/CANNOT TICK THIS FIELD UNTIL THE REQUISITION IS APPROVED AND YOU ARE READY TO POST THE REQUISITION ON THE JOB BOARD(S)!	x	x	
Status*	Defaults to "Draft" (Other statuses include: Submitted for Approval, Open, Hold, and Closed)	x	x	
Opening Date	Date the requisition is to be posted	x	x	x
Days to Remain Posted	Defaults to "10" days (cannot be less than 5 days)	x	x	
Closing Date	Auto filled – Opening Date + Days to Remain Posted			x
Date Closed	Auto filled through the Close Job process		x	
Closed Reason	Auto filled through the Close Job process		x	
Openings	Number of vacancies to fill with this requisition	x	x	
Remaining	Defaults to "0" (until Openings number is entered; will auto calculate)			
Headcount Filled	PeopleSoft position data			
Job Advertisement	PeopleSoft position data. The Comp & Class descriptions of the position may be supplemented with your agency-specific requirements of the position to be filled.	x		
LINK TO POSTING	A selection of the job board(s) and ticking of the Post Job field			
External	Select this Job Board if you want to post the requisition externally to the public	x		
Internal	Select this Job Board if you want to post the requisition for internal DC Government only	x		
INTERVIEW QUESTIONS	At the time the requisition is created you may not have this established. Edit this section when ready. (Note: A copy of the Interview Questions should be attached to the Requisition in the Notes & Attachments section for reference.)			
Q1 - Value	This value is used in the scoring formula of the interview feedback	x		
Q2 - Value	This value is used in the scoring formula of the interview feedback	x		
Q3 - Value	This value is used in the scoring formula of the interview feedback	x		
Q4 - Value	This value is used in the scoring	x		

Requisition Field	Description	Editable	History	Job Board
	formula of the interview feedback			
Q5 - Value	This value is used in the scoring formula of the interview feedback	x		
Q6 - Value	This value is used in the scoring formula of the interview feedback	x		
Q7 - Value	This value is used in the scoring formula of the interview feedback	x		
Q8 - Value	This value is used in the scoring formula of the interview feedback	x		
Q9 - Value	This value is used in the scoring formula of the interview feedback	x		
Q10 - Value	This value is used in the scoring formula of the interview feedback	x		

*The requisition status defines what is allowable in the process for the requisition.

Job Posting Details > Status	Description
Draft	When the Requisition is created the status of the requisition will be “Draft”
Submitted for Approval	When the Requisition approval process commences, the status will be updated to “Submitted for Approval”
Open	The requisition is approved and ready for posting. The status will remain Open until the time you chose to put the requisition on Hold or Close the requisition.
Hold	Requisition has been put on hold (with the possibility of reopening it) and the recruiter still wants to process/review the candidates already attached to the Requisition
Closed	Requisition has been closed since the requisition was filled or cancelled by the recruiter and no further activity will occur on the requisition. The only processing that is allowed once the Status is set to “Closed” is to reject the candidates who were not placed (hired)

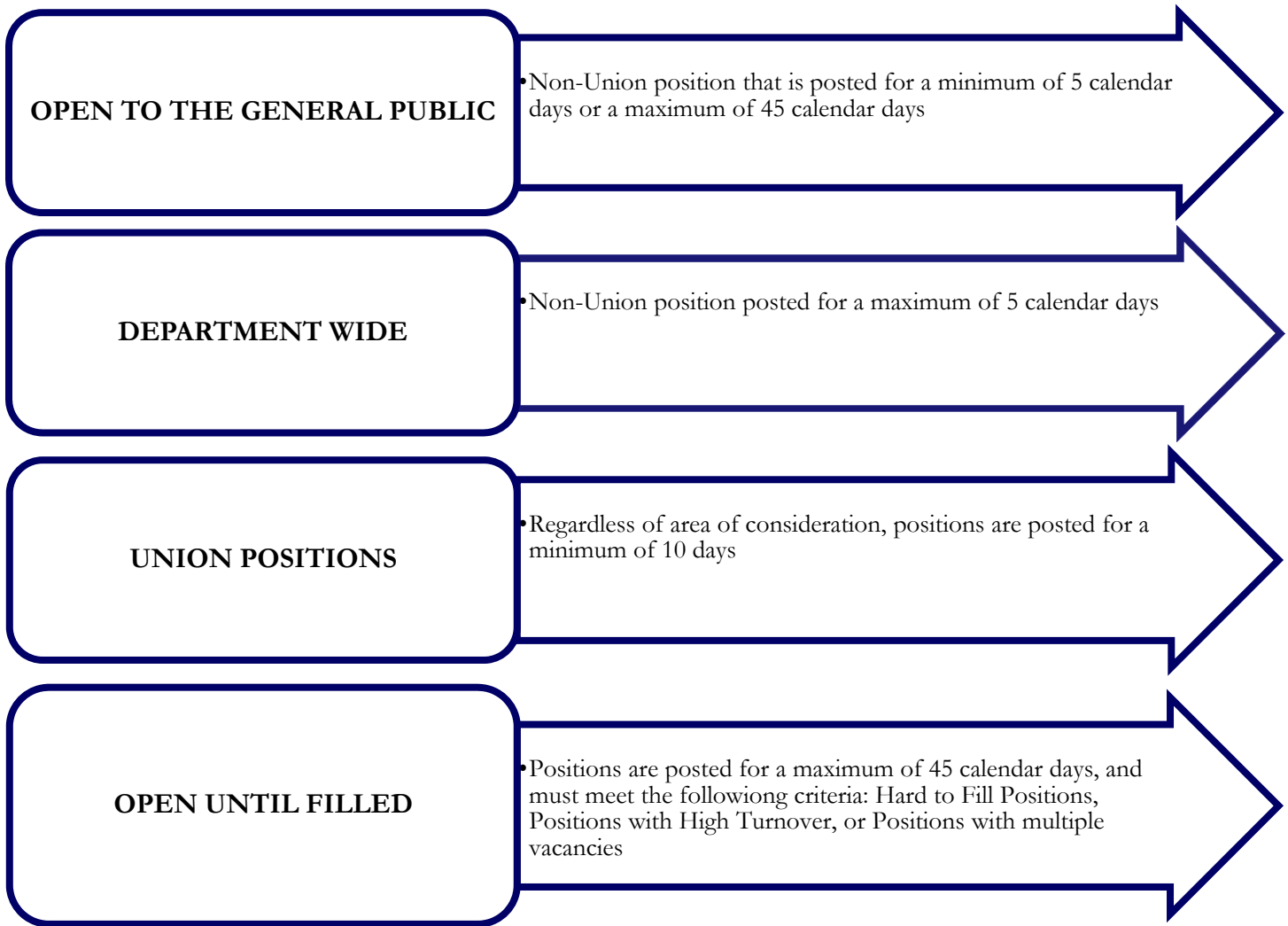
Area of Consideration

The area in which the agency makes an intensive search for eligible candidates in a specific recruitment action. The AOC may be expanded in the event the initial area identified fails to generate a sufficient number of qualified candidates.

Please note: no position shall be open longer than 45 days, unless it has been identified as “Hard to fill”

The official designations to be used on job requisitions are as follows:

Application of AOC	AOC
The intent is to recruit from a pool of applicants currently employed by the hiring agency	Department Wide
<p>A smaller division or a specific occupational group, in which the recruitment action is to happen. The following are situations that may require a <i>Special AOC</i>. The need to consider a certain demographic within an agency <i>e.g.</i>, under the agency's affirmative action or upward mobility program, or to comply with the requirement of the Uniform Guidelines on Employee Selection Procedures; or</p> <p>Temporary promotion made under circumstances where direct knowledge of a particular type of work is an essential requirement and only one (1) occupational group of employees within an agency would have the direct knowledge required.</p>	Special Area
The intent of the hiring agency is to recruit from a pool of applicants who are <u>current</u> District government employees	District Government-Wide
The intent of the hiring agency is to open the recruitment to both internal and external applicants	Open to the General Public



Cancellation/Filled Job Requisition

If the job requisition is amended or cancelled, the 2nd requisition must refer to the original posting and state what requirements, if any, are being changed. In addition, amendment requisitions must inform applicants who applied under the original requisition whether they must re-apply. Please note, HR Recruiters shall only amend requisitions if and only the minimum qualifications are not modified and the requisition has not yielded any applicants.

Submission & Application Eligibility Requirements

Submission Requirements

Only completed applications will be considered. A current online employment application that details work experience, education, licenses and certificates, training, self-development courses, professional recognitions, and outside activities that indicates an applicants' ability to perform the duties of the job. A transcript of all education beyond a high school diploma or GED is required, if such education is being used to meet the minimum qualification requirements.

Application Deadlines

All applicants must apply online through Jobsience. All applications must be received by midnight Eastern Standard Time (EST) on the closing date.

Evaluation and Selection of Applicants

Type of Applicant

Applicants with Preferences

Priority Placement

Category 1:

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

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

Category 2:

- Agency Reemployment Priority Register. An Agency Reemployment Priority Program (ARPP) register includes the names of agency's current and former employees in tenure groups I and II who have been separated from the District government due to a reduction in force. Each employee's name is entered automatically on the register for referral for all positions for which qualified up to the grade level held at the time of separation or any lower grade acceptable to the employee. For detailed information regarding the agency reemployment priority placement program, refer to Chapter 24 of the regulations, Reduction in Force.
- Displaced Employee Program Register. The Displaced Employee Program (DEP) register includes the names of current and former employees in the Career Service in tenure groups I and II who have been separated from the District government due to a reduction in force. For detailed information regarding the displaced employee program, refer to Chapter 24 of the regulations, Reduction in Force.
- Placement or Promotion consideration. This register contains the names of employees entitled to placement or promotion consideration because of failure to adhere strictly to laws, regulations, or the personnel authority's personnel regulations. The nature and extent of actions to be taken in any case shall be determined on the basis of all the facts in the case, with due regards to the circumstances surrounding the violation, to the equitable and legal rights of the parties concerned, and to the interest of the District government. Such employees shall continue to receive priority consideration

until referred on a certificate for a comparable position, or declines consideration for a comparable position, or is no longer available for consideration. For detailed information regarding placement or promotion consideration (violation and remedial actions), refer to Chapter 24 of the regulations, Reduction in Force.

- Re-promotion consideration. This register includes the names of employees who were demoted as a result of a reduction in force under chapter 24 or a classification action under chapters 11 and 16 of the regulations. Such individuals shall be entitled to special placement consideration for a period of two (2) years from the date of the personnel action placing the employee in a lower-graded position. This special consideration shall apply to vacancies similar to the position from which demoted occurring in the agency in which demoted at his or her former grade (or any intervening grade). For detailed information regarding re-promotion consideration, refer to Chapter 8 of the regulations, Career Service.
- Compensable Injury. An employee who was separated because of compensable injury and whose recovery takes longer than two (2) years from the date compensation began (or from the time compensable disability recurs if the recurrence begins after the injured employee resumes full-time employment with the District government) shall be entitled to priority consideration for restoration to the position he or she left or an equivalent one, provided he or she applies for reappointment within thirty (30) days of cessation of compensation. For detailed information regarding restoration to duty, refer to Chapter 8 of the regulations, Career Service.
- Placement of an individual in priority placement category 2 shall be subject to the following:
 - Except for an individual in category 1, or a current employee in the Career Service who is serving under a Career Appointment (Probationary) or a Career Service Appointment (Permanent), provided he or she is qualified, no person shall be selected ahead of an individual in category 2 unless the selecting official justifies the non-selection in writing and obtains the approval of the DCHR.
- Each individual shall be referred for positions in the order above.

DEP/ARPP

D.C. Standard Form 325, *Candidate slate*, (Rev. 11/12), is to be used for the issuance of all merit staffing candidate slates.

- Individuals who submit applications and select a hiring preference will receive the corresponding allotted points and can progress from one categorical ranking to the next based on the preference points given
- Except for uniformed positions in the Fire and Emergency Medical Services Department, candidate slates will only illustrate one categorical ranking at a time (i.e., only HQ, only WQ, or only Q). HR Recruiters shall submit all DEP and ARPP participants who have applied and are evaluated as “Qualified” to the hiring manager prior to submitting any other applicants. If the hiring manager does not select the DEP/ARPP applicant, the hiring agency must submit a written justification to the DC Department of Human Resources.

- Should the requisition fail to yield any DEP/ARPP participants, the HR Recruiter must submit the highest categorical ranking of eligible applicants to the hiring manager.
- If no selection is made from the highest category, the selecting official must submit a written justification for non-selection with the candidate slate for approval of the personnel authority. If the justification is accepted by DCHR, the HR Recruiter may then proceed with the certification of the lower category of eligible applicants

Veterans

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

Veterans’ preference for employment is limited to initial appointments to positions in the Career and Educational Services filled through competitive procedures. Veterans who qualify as “preference-eligible” (i.e., who are entitled to veterans preference), have 5 (general military service) or 10 (disabled veteran) extra points added to their total rating score based on eligibility. Notwithstanding the provisions above, any employee of the District government who was entitled to veteran’s preference under federal law on January 1, 1979, and who has served continuously since that date without a break in service, shall continue to be entitled to the same veteran’s preference for the duration of his or her employment. See D.C. Official Code § 1-607.03(c).

Foster Care

A person currently or within the past five years participated in the Child and Family Services Agency (CFSA) foster care program applying for a position within Career Service at the time of the application for the position may be awarded a 10-point foster care preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present a letter or other documentation from the Child and Family Services Agency.

Residency

Residency preference is applied ONLY to qualified applicants who claimed Residency preference at the time of application indicating that they are either:

- Bona-fide residents of the District of Columbia who claim a preference; or
- Entitled to be afforded a preference. [For specific information on entitlement to residency preference, refer to Chapter 3 of the D.C. personnel regulations, Residency.]
- An applicant who is a bona fide resident of the District of Columbia and claims a residency preference shall receive 10-points in addition to any points awarded on the 100-POINT SCALE.
- Residency Preference Candidates – When a selecting official receives a candidate slate containing RP candidates, the selecting official must either select a RP candidate, return the candidate slate to the personnel authority without action for cancellation of the job requisition, or submit written justification to select a “NRP” over “RP” candidate.

Capital City Fellows

Capital City Fellows Program (CCFP) – Preference for participation in and/or completion of the Capital City Fellows Program must be indicated by candidates at the time of application. Candidates that have successfully completed at least 2 rotations or 1 year in the Capital City Fellows program to be eligible for preference.

- Candidates indicating a CCFP preference must be denoted on the candidate slate as “CCFP” in conjunction with any other preference applicable to the candidate.
- For candidates in the highest categorical ranking that are not selected, a justification must be provided to the DCHR for review and approval.

Certified Public Managers

Preference for completion of the Certified Public Manager must be indicated by candidates at the time of application.

- Candidates that have successfully completed the Certified Public Manager program through the DCHR and the George Washington University must be granted preference within each categorical ranking.
- Candidates indicating a CPM preference must be denoted on the Candidate slate as “CPM” in conjunction with any other preference applicable to the candidate.
- For candidates in the highest categorical ranking that are not selected, a justification must be provided to the DCHR for review and approval.

Rating of Applicants

The evaluation process includes the analysis of minimum qualifications, including experience, education, licenses and certifications, as well as training and performance evaluations, and may be supplemented by:

- Written tests
- Interviews
- Performance tests
- Background checks/investigations
- Medical examinations
- Assembled selection devices, as appropriate

Applicants who meet the basic (minimum) qualification requirements for the position will be further evaluated under the applicable method (see General Information Guide on Development and Use of Crediting Plans), to identify those who are “best qualified” for the position.

The first group of individuals to be evaluated by the recruiter shall be any DEP candidate. Upon the closing date of the requisition, the recruiter shall forward all DEP candidates identified within the requisition directly to the hiring manger.

The HR Recruiter will then verify the candidates’ application responses against the automated score in the ATS and determine the applicants’ categorical ranking (*Q*, *WQ*, or *HQ*). Upon evaluating all

applicants the Recruiter will then prepare the candidate slate and forwards it to the hiring manager for additional review.

Categorical Ranking Groups

The remaining qualified candidates shall be forwarded according to their categorical rankings. An illustration of candidate categorical rankings and corresponding ranges are included below:



Selection of Candidates

Developing Candidate Slate

- The life of a candidate slate is 30 calendar days.
- Additional selections may be made from the candidate slate, provided that:
 - Candidates are in the same category and eligible for consideration during the initial posting of the position;
 - The positions are of the same grade, responsibilities, and qualifications; and
 - The job requisition specified the number of positions covered by the requisition.
- No selection is to be made after 60 calendar days from the date of issuance of the candidate slate.

NOTE:

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

Evaluating Applicants

Interview Process

- If the hiring manager elects to hold interviews for the position, all must be interviewed within that categorical ranking.
- Interviews shall be conducted for Career Service appointments grade levels (13) and above.
- Hiring managers shall conduct interviews for all MSS positions
- Candidates should be given at least a 24-hour notice of the intent to interview (interviews may be rescheduled as appropriate).
- When scheduling interviews with candidates, agencies should inform interviewee of the position title, department, and unit in which they will interview
- Hiring manager may choose the method in which the interview is conducted (i.e. phone, panel, or in-person interviews).
- Hiring manager must use a consistent method in which candidates are interviewed. For example, if one candidate receives a phone interview then all candidates listed on said candidate slate must also receive phone interviews. Similarly, all questions asked during the interview process must be consistent between candidates
- The interview requirement is satisfied when the hiring manager has made a reasonable effort to arrange an interview. Documentation of such efforts must be provided to the HR representative and must be recorded

Dispositioning Applicants

- Agency recruiters are responsible for dispositioning all remaining applicants or candidates prior to DCHR closing a requisition.
- Agency recruiters are required to enter specific notes into the system upon rejecting a candidate. The notes should detail the reason in support of rejecting the candidate. For example: if a candidate answers “YES” to an application question related to Education, Experience or Licensure/Certification yet the resume does not reflect and/or support the applicants response, you may reject a candidate.

Offer Letter Approval Process

Pre-Employment Process

Pre-Employment Inquiries and Background Checks

- Prior to entrance-on-duty date, a pre-employment check is required for each individual selected. Pre-employment checks consist of:
 - Verification of prior employment (dates, salary, etc.);
 - Professional references minimum of three managerial/supervisory level;
 - Education (if relevant to the position);
 - Performance and reasons for leaving employment; and Professional license (if required for the position). See Chapter 4 of the D.C. Personnel Regulations, to obtain additional information on employment suitability.
- Pre-Employment Criminal Background Checks/Traffic Record Checks and Drug and Alcohol Testing Pursuant to the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (D.C. Law 15-353; D.C. Official Code § 1-620.31 et seq.; and § 4-1501.01 et seq.). All candidates selected to a position in an agency covered by D.C. Law 15-353 shall be subject to a pre-employment criminal background check, a traffic record check, or both; and a pre-employment drug test.

Medical Requirements/Physical Examinations

Selectees must meet minimal/general medical requirements, as well as any physical examination requirements set forth for particular positions, if applicable. For specific information, see section 2049 of Chapter 20B of the D.C. personnel regulations, Health. Information regarding the physical requirements may also be found on the classified/certified position description for the job requisition.

Background Investigations for Information Technology (IT) Systems Personnel

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

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

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

Offer Approval Panel

- Official job offers are made only by individuals sub-delegated with recruitment and selection personnel authority. Any offer made by other staff is not binding and may result in corrective or adverse action
- The appropriate recruiter coordinates entrance-on-duty (EOD) date or release date for the selectee, as applicable.
- Official requests for release and entrance-on-duty dates for selectees of a D.C. government job/position will be made by individuals sub-delegated with recruitment and selection personnel authority in consultation with the hiring official and releasing official. Generally, the selectee should be released within 2 weeks or at the end of the 1st full pay period after the release date has been officially requested. Other release and EOD dates are permitted when a mutual agreement is reached between the releasing and receiving offices.
- Current Government of the District of Columbia employees who apply to a particular job requisition with another agency and are selected for said position must receive a clearance date from the current agency in order for the action to occur

Extending Offer

Offer Accepted

All approved offers shall be extended via through an email. The candidate acceptance/declination response form is provided as a link in the Offer email. The form includes a summary of their offer and section they can record their response. Applicants will have 48 hours to accept offers. If additional time to respond to an offer is needed, applicant must state such request prior to the expiration date of the original offer. All offer acceptances shall be received through Jobsience.

Offer Declined

If a candidate should respond to an offer as either “declining” the offer or “would like to discuss further”, an auto email will be sent to the DCHR ARC Specialist and Primary Recruiter notifying them that additional action is required. If the candidate would like to discuss the offer further, then the appropriate person or persons should proceed in contacting the candidate to discuss further details.

Offer Rescinded

Offers shall only be rescinded upon approval of DCHR and/or if the candidate fails to respond to an offer within the designated response time.

Hire Validation

DCHR Responsibility

DCHR shall validate all hire actions upon employee record creation in PeopleSoft. Validation shall occur before the scheduled candidate start date.

Agency Responsibility

Agency recruiters will have no responsibilities in the “Hire Validation” stage. This action should only be executed by DCHR. Agency recruiters should ensure that all candidate have been properly dispositioned. Any candidate selected for hire must be moved to the “Prepare for Hire” stage. These instructions are detailed in the manual.

On-Boarding

New Hire Documentation

All onboarding paperwork shall be submitted via upon offer acceptance for all applicants. When an external candidate accepts an offer, an automatic email is sent to the candidate with electronic forms to complete.

Candidates are sent the following forms for completion:

- Attachment to the Application
- Declaration of Appointee
- Drug Free Workplace Form
- Statement of Prior Federal Military and District Service
- Appointment Affidavit
- Employee Identification Sheet
- Sexual Harassment Policy
- Americans with Disabilities Act (Information Sheet)
- Equal Employment Opportunity (Information Sheet)

Orientation

- New employee orientation is held bi-monthly and all requests shall be completed and approved in prior to a start date for any given new employee. All competitive and non-competitive requirements are applicable.

***All off-cycle orientation requests must be approved by DCHR**

Information Available to Applicants or Representatives of Applications

Should an applicant or a designated representative request any of the following materials, regarding the applicant's consideration under a specific job requisition the documentation must be made available. The materials include:

- Any record of performance or supervisory evaluation not submitted by the candidate used in considering him or her for selection;
- Whether he or she was found eligible on the basis of minimum qualifications, including any selective placement factors for the position;
- The job requirements, evaluation procedures used, the applicant's score, and categorical ranking (*Q*, *WQ*, or *HQ*);
- Whether the applicant was referred to the hiring manager; and
- The name of the candidate selected

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

A request for information pertaining to consideration under a job requisition must:

- Contain sufficient information to enable the identification of the particular Merit Staffing Case File (MSCF) from which information is desired, e.g., job requisition number, date, title, series, grade of the position, and specify the information desired.
- The request, together with correspondence or documents generated in responding to it shall be made part of the MSCF.
- The information requested may be transcribed from the MSCF or copies may be provided. Applicants shall not receive materials nor documents that include information regarding other applicants.
- All individuals requesting access to records must meet the identification requirements set forth in Chapter 31A of the D.C personnel regulations, Records Management and Privacy of Records.

Grievances, Complaints, and Appeals

Equal Employment Opportunity Complaints

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

Recruitment Complaints

Informal Discussion: Applicants with recruitment complaints or inquiries must be encouraged to discuss the matter with the HR staff member who is assigned to handle such matters. HR staff members should be able to provide the specific facts of the case, explaining:

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

Discrimination Complaints: Complaints alleging unlawful discrimination are initiated and handled as prescribed within applicable Human Rights/EEO regulations. Contact the Office of Human Rights for more information.

Grievance Complaints: Grievable aspects of recruitment actions include:

- Improper application of the procedures used to qualify and evaluate applicants;
- Use of non-job related compensable factors; or
- Use of non-job related prescreening questions.

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

NOTE

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

Grievance or Appeal Process

- Should a recruitment selection be subject to a grievance, the official hearing officer may request copies of merit staffing that have a bearing on the contested determination. Such documents are to be provided in accordance with the requirements set forth in Chapter 31A of the D.C. personnel regulations, Records Management and Privacy of Records.

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

Violations and Corrections

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

Competitive Recruitment Records

Contents of the Merit Staffing File

- In accordance with General Records Schedule 1, Personnel Records, issued by the Office of the Secretary of the District of Columbia, Merit Staffing Case Files (MSCFs) are maintained for 2 years following the date of selection or cancellation in such a manner that the recruitment action taken may be reconstructed as needed.
- At a minimum, the MSCF must include the following:
 - Copy of the job requisition and position description;
 - Job requisition amendments or cancellation, if appropriate;
 - Job analysis documentation, evaluation method and system for combining evaluations to obtain final ratings including the Ranking/ Crediting Plan;
 - Record of action taken under priority consideration referrals;
 - The original candidate slate provided by Job Science, which indicates the selection or other final action on the case. If a selection was made, a copy of the selectee's Standard Form 50 personnel action;
 - All applications accepted from candidates, notification to applicants and rating materials for the position; and
 - All written materials required by the provisions of this plan that are relevant to the case, such as names and positions of panel members, notes produced during ranking panel consideration, etc.
- See DCSF 1249, Merit Staffing Case File Checklist (Rev. 9/08) for a complete list of the documents.

Securing the Merit Staffing Case File

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

Prohibition on Nepotism

Any employee who maintains a relationship with an individual applying for a position within the Government of the District of Columbia is prohibited from participation in the recruitment, hiring, and on-boarding processes. In accordance (what section of the DPM or District Code is this), a Government of the District of Columbia employee may not initiate or advocate for the appointment, employment, promotion, or advancement of a relative to a position in the agency in which he or she serves or exercises control. A relative shall include an individual who is related to the employee as any of the following:

- Father or mother;
- Step-father or step-mother;
- Son or daughter;
- Step-son or step-daughter;
- Brother or sister;
- Step-brother or step-sister;
- Half-brother or half-sister;
- Uncle or aunt;
- Nephew or niece;
- First cousin;
- Husband or wife;
- Father-in-law or mother-in-law;
- Son-in-law or daughter-in-law; or
- Brother-in-law or sister-in-law.

If the relative of a District government employee applies for District government service, the employee is required to submit a Nepotism Disclosure Form to recuse his or herself from the recruitment process. A copy of the disclosure form shall be maintained in the merit file and OPF of both parties (if hired).

If an individual is appointed, employed, promoted, or advanced in violation of this section:

- The individual shall be removed from his or her position and not compensated; and
- The employee shall reimburse the District for any funds paid to the individual.

The Mayor maintains the authority to authorize the temporary employment of individuals whose employment would otherwise be in violation of this section, in the event of emergencies resulting from natural disasters or similar unforeseen circumstances.

Official Personnel Folder

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

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

Appendix

Vocabulary

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

Applicant – A job seeker who has submitted their application and successfully “applied” to the job opening.

Applicant Tracking System – A recruitment management system, specifically designed to support the recruitment business processes of an organization.

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

• Agency Wide
• Special Area
• District Government Wide
• Open to the General Public (must meet criterion)

Candidate – An applicant who has met the minimum qualifications of a specific position and is currently being considered for a job (applicants you have prescreened and intend to interview; ie: out of an applicant pool of 300, you may only have identified 20 candidates).

Candidate Slate – The group of applicants who minimally qualify for a position, and have met the set categorical ranking. An applicant’s categorical ranking will be determined by the response they provide on the prescreening questions set forth for the position.

Candidate Sourcing – Sourcing is proactively searching for qualified job candidates for current or future open positions. The purpose of sourcing is to develop a qualified candidate pool. It can consist of a variety of strategic methods to locate candidates for hard-to-fill or niche positions. Sourcing is generally conducted to reach potential active and passive job seekers.

Categorical Ranking – 1 of 4 applicant categories established for a specific requisition.

Not Qualified Candidates (NQ)	→	Those individuals who do not meet the minimum qualifications requirements for the position. Categorical ranking score 0-49
Qualified Candidates (Q)	→	Those individuals who meet the minimum qualifications requirements for the position. Categorical ranking score 50-74
Well Qualified (WQ)	→	Those individuals that meet the minimum qualifications of the position and are proficient in some, but not all, of the requirements of the position. Categorical ranking 75 - 90

<p>Highly Qualified (HQ)</p>	<p>→</p>	<p>The highest ranked candidates available for certification when compared with other candidates for a vacancy. Categorical ranking score 90+</p>
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Compensable Factor – One of eight components evaluated to determine the point value of a job. These factors include: education, experience, leadership, problem solving, impact of decision, work complexity, communication & customer service and working conditions.

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

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

Disposition – Codes or reasons to accurately define in the ATS why a candidate was not selected for further consideration or hired to the position.

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

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

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

Hiring Official – The individual responsible for candidate selection. This individual is usually the hiring manager.

Human Resources Information System (HRIS) – Integrated system used to keep track of information about employees such as contact information, job and pay information, benefits, etc.

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

Intake Session – Collaborative effort between the Hiring Manager and HR Recruiter to establish and develop the recruitment strategy for the position.

Interview – A method in which one person elicits information from another person to determine their qualification or skillset for a given position. Interviews shall be conducted for Grade (13) and above positions. Acceptable interview methods include: in person, phone, Skype, panel interview, one-on-one.

Interview Notes – A required transcript or account of an interview.

Job Aggregators – A website that can be considered as a job search engine and job board, which aggregates job postings from a requisition source. The top three examples of job aggregators are Job Target, Indeed, Glassdoor, and SimplyHired.

Job Analysis – The important process of identifying the content of a job in terms of activities involved and attributes needed to perform the work and identifies major job requirements.

Job Board – A website in which requisitions are posted.

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

Job Target – The job aggregator used by the District of Columbia via Jobsience.

Minimum Qualifications – Required education, experience, and/or licensure/certification to minimally qualify for a particular position

Offer Approval Form – The section in the ATS where the Human Resources authority must enter the details of the offer to be submitted for approval by DCHR prior to extending an offer employment to the job candidate.

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

PeopleSoft – The type of HRIS currently being used by the Government of the District of Columbia to manage its workforce data.

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

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

Prescreening – The preliminary step following the evaluation of a resume. This can be done via phone or email communication to further determine if the applicant’s background closely matches the job requirements, prior to conducting a formal interview.

Prescreen Questions – Question set assigned by the agency to determine an applicant’s qualifications and categorical ranking.

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

Probationary Period – A person hired to serve under a Career Service Appointment (Probationary), including initial appointment with the District government in a supervisory position in the Career Service, shall be required to serve a probationary period of one (1) year.

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

Recruitment Intake Form

– Completed during initial Intake session between the Hiring Manager and HR Recruiter. This form allows the HR Recruiter to identify the basic wants and needs of all stakeholders, and explore the following:

- 1) What are the “must haves” of this position?
- 2) What are the challenges a person will face in this position?
- 3) What is your hiring manager’s style/personality/agency’s culture?

- 4) Sourcing strategy
- 5) Soft skills required of the job
- 6) Who are some of your top performers that I could network with?
- 7) What are the selling points of the position?
- 8) What evaluation methods and questions should be utilized to effectively recruit for this position?

Selection – The method of identifying the most qualified candidate to fill a particular job.

IMPORTANT REMINDER

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

References & Attachments

District Personnel Manual:

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

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

General Information Guides Issued by the DCHR:

- General Information Guide on the Development and Use of Crediting Plans, July 2008.
- Hiring Bonus Program, March 2005 (Rev. 3/08)
- Additional Income Allowance Program, March 2005 (Rev. 3/08)
- Access at: www.dcop.in.dc.gov under the heading “Information” click “General Information Guides.”

E-DPM Instructions:

- E-DPM Instruction No. 3-11, Residency Preference for Employment, dated September 28, 2010;
- E-DPM Instruction No. 4-16, Requirements for Criminal Background Checks & Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background/Traffic Records, and Drug and Alcohol Testing for the Protection of Children and Youth, dated August 4, 2010;
- DPM Instruction No. 4-8, Requirements for Pre-Employment Inquiries for New (Initial) Appointments, dated April 9, 2009;
- DPM Instruction No. 4-9, Standards for Background Investigations Required for Information Technology (IT) Employees, dated April 9, 2009;
- E-DPM Instruction No. 8-69, 9-36 & 36-11, Priority Reemployment Consideration for Employees Affected by Reduction-in-Force (RIF), dated June 25, 2009; and
- DPM Instruction No. 8-61, 9-31, 36-8 & 38-18, Merit Staffing Case File (MSCF) and MSCF Checklist; Disposition of MSCF, dated September 19, 2008.

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

Attachments

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

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

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

Agency: _____ Submission Date: _____

HR Advisor's Name: _____ Signature: _____

Candidate/Employee Name: _____ Empl ID (if applicable): _____

Action Requested: Competitive Non-Competitive

New Hire Rehire Extension Internal Recruitment/Promotion

I. Items Attached:

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

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

Position Title, Series and Grade, Duration of Appt.: _____

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

Signature of DCHR DEP Coordinator: _____ Date: _____

Date Received by Recruitment & Staffing Services (RSS): _____

Date of Completion of RSS Review: _____

Decision: (Circle one) Approved Disapproved

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

COMPETITIVE RECRUITMENT ATTACHMENT V

Selection Certificate [DCSF 325]

DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN RESOURCES

Position Number.: _____ REQUISITION NO.: _____

Position Title, Pay Plan, Series, Grade(s), Organization, and Location			Date Referred to Hiring Manager	Date Returned to HR Recruiter	
Name of Selecting Official:					
NAME(S) OF CANDIDATE(S) SUBMITTED FOR CONSIDERATION					
NAME	CATEGORICAL RANKING	INTERVIEWED YES NO		REMARKS	ACTION TAKEN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
A non-residency preference candidate cannot be selected if a residency preference candidate is available.					
CERTIFICATION BY SELECTING OFFICIAL					

By my signature below, I certify that I have not unlawfully discriminated in selecting the Best-Qualified candidate by the "S" in ACTION TAKEN column.
NO SELECTION (Briefly explain):
Check Appropriate Box:

<input type="checkbox"/> Veterans Preference (include supporting document) <input type="checkbox"/> Request for Waiver of Time-in-Grade (include supporting documents)			
DATE	Signature of Designee who conducted Selection Interviews	DATE	Signature of Selecting Official
Signature of HR Representative		Signature of Supervisory HR Authority/Alternate HR Authority	

RECEIVED BY: _____

DATE: _____

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

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

Signature of HR Representative

Date

Signature of Reviewing Officer

Date

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

D.C. Standard Form 1249 (Rev. 12/11) REASON(S) FOR THE MISSING MATERIAL
(Specify Item No.)

ITEM NUMBER

REASON MISSING

GOVERNMENT OF THE DISTRICT OF COLUMBIA

D.C. Department of Human Resources

REQUEST FOR SUPERIOR QUALIFICATIONS/EXCEPTIONS

Section 1 – Designated Office Within DCHR/Type of Appointment		
To: D.C. Department of Human Resources	DCHR NO/AGENCY NO	DATE (Month, Day, Year)
Attn:		
Section 2- Type of Appointment [Initial App. / Reappointment]		
Superior Qualifications Appointment (Steps)		Salary Exception (Open Range)
<input type="checkbox"/> Career Appt. (Grades 1 – 14 and Wage Grade Only) <input type="checkbox"/> Prob/Perm/Reinstatement <input type="checkbox"/> Term/Temp <input type="checkbox"/> MSS Appt. (Wage Grade Only)		<input type="checkbox"/> Career Appt. (Prob./Perm./Reinstatement/Term/Temp) (Grades 15 & Above) <input type="checkbox"/> MSS Appt. (Open Range) <input type="checkbox"/> Excepted Service
Section 3- Types of Exceptions Requested		
<input type="checkbox"/> Salary requests of \$90,000 and above <input type="checkbox"/> Salary exceeds 10% of current (or previous) salary <input type="checkbox"/> Waiver of Time-In-Grade Requirement (Career Service (White-Collar))		<input type="checkbox"/> Selection of non-residency candidate over residency preference candidate <input type="checkbox"/> Temporary promotions <input type="checkbox"/> Not-To-Exceed appointment extensions exceeding 2 yrs. for temporary appts or 4 yrs. for term appts.
Section 4 – Agency and Candidate Information		

_____ Agency Name	_____ Name of Candidate
_____ Name /Title of Designated HR Authority	_____ Pay Plan/Series/Grade/Step and Salary
_____ Signature of Designated Agency Authority	_____ Date
Section 5 –Supporting Documentation	
<input type="checkbox"/> Certification from designated HR Authority that all supporting materials/documents including copies of candidate’s completed Employment Application; written justification; position description; and any other supporting documentation or statements have been provided to DCHR. All information is to be forwarded to the Recruitment & Staffing Division in DCHR at dchr.recruitment@dc.gov .	
Section 6 – To Be Completed by DCHR Representatives	
Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Supvy, HR Specialist Date	Final Determination: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Director, DCHR (or Designee) Date

INSTRUCTIONS

Agency:

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

DCHR:

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

(Page 2)

DCSF No. 11B-10

(Issued 11/12)

LIST OF TIER I, II & III AGENCIES

TIER I & II

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

TIER III AGENCIES

Office of African Affairs (OAA)

Office of Aging (DCOA)

Commission on the of Arts & Humanities (CAH)

Office of Asian Pacific Islander Affairs (APIA)

Boards and Commissions (BAC)

Office of the Chief of Staff –EOM (OCOS)

Office of the City Administrator (OCA)

Office of Communications (OOC)

Office of Community Relations (OCR)

Contract Appeals Board (CAB)-Independent

Department of Housing and Community Development (DHCD)

Department of Forensic Sciences (DFS)

Department of Small and Local Business Development (DSLBD)

Office of the Returning Citizens Affairs (EOM)

Office of Gay, Lesbian, Bisexual and Transgender Affairs (GLBT)

Office of the General Counsel (EOM)

Office of Justice Grants Administration & Victims Services (JGAVS)

Health Benefits Exchange (HBX)

Homeland Security and Emergency Management Administration (HSEMA)

Office of Human Rights (OHR)

Office of Labor Relations and Collective Bargaining (OLRCB)

Office of Latino Affairs (OLA)

Mayor's Correspondence Unit (EOM)

Office of Cable Television (OCT)

Office of Community Affairs (EOM)

Office of Disability Rights (ODR)

Office of the Mayor (EOM)

Office of the Tenant Advocate (OTA)

Office of Policy and Legislative Affairs (OPLA)

Office of Planning (OP)

Deputy Mayor's Office of Public Safety & Justice Cluster (DMPSJ)

Office of Religious Affairs (DCORA)

Office of Revenue Analysis (ORA)

Office of Risk Management (ORM)

Office of the Secretary (OOS)

D.C. Commission on National and Community Services (Serve DC)

D.C. Taxicab Commission (DCTC)

Office of Veteran Affairs (OVA)

Office of Women's Policy and Initiatives (OWPI)

Youth Advisory Council (YAC)

Office of Administrative Hearings (OAH)- Independent

Advisory Neighborhood Commissions (ANC)-Independent

Alcoholic Beverage and Regulatory Affairs (ABRA)- Independent

Board of Real Property Assessment and Appeals Real Property Tax Appeals Commission (BRPAA)-
Independent

Commission on Judicial Disabilities and Tenure (CJDT)-Independent

Criminal Justice Coordinating Council (CJCC)-Independent

Board of Elections (BOE)-Independent

D.C. National Guard (DCNG)-Independent

Office of Police Complaints (OPC)-Independent

District Commission of Sentencing and Criminal Code Revision (DCSC)-Independent

Office of Zoning (OZ)-Independent

District of Columbia Government

Nepotism Disclosure Form

In accordance with D.C. Official Code § 1-618.04 et seq., Prohibition on Nepotism, a District government employee, who maintains a relationship with an individual applying for District government service, is prohibited from participation in the recruitment process. A District government employee may not initiate or advocate for the appointment, employment, promotion, or advancement of a relative to a position in the agency in which he or she serves or exercises control. A relative is defined to include father or mother; step-father or step-mother; son or daughter; step-son or step-daughter; brother or sister; step-brother or step-sister; half-brother or half-sister; uncle or aunt; nephew or niece; first cousin; husband or wife; father-in-law or mother-in-law; son-in-law or daughter-in-law; or brother-in-law or sister-in-law.

If the relative of a District government employee applies for District government service, the employee is required to submit the below Nepotism Disclosure Form to recuse his or herself from the recruitment process.

Please check the appropriate box: New Hire Current Employee

Name: _____ Date: _____

Agency: _____ Position Title: _____

Name of Relative: _____ Relationship: _____

Agency: _____ Position Title: _____

Please answer the following questions:

1. Will this individual's employment result in a subordinate – supervisor relationship? Yes No
2. Will this individual work in the same agency and/or office location? Yes No
3. Will either party have authority over the other that could adversely impact the terms of employment (to include selection, appointment, employment, promotion, reassignment, demotion, separation, or recommendation)? Yes No

I acknowledge the information provided is accurate to the best of my knowledge. I understand that failure to disclose a relationship upon request is founds for disciplinary action.

Name: _____ Date: _____