

## A Message from the Director

DCHR Team:

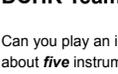
Happy New Year! We have a lot to look forward to in 2012 – and a lot to do!

We should all focus on the tasks at hand and keep the following in mind this year:

- **Set SMART Goals and Prioritize** – It's just about time to start setting goals for FY12. Identify specific, measurable, attainable, realistic and timely (SMART) goals, and use key performance indicators (KPIs) to measure your success. Prioritize those goals with your current duties and projects and remember to set the bar high!
- **Provide Excellent Customer Service** – We're all here to serve District residents and employees. And, we must deliver excellence every day.
- **Think About Improvement** – Is there a better way we could be doing something? If you have a suggestion on how to automate or improve a process, I want to know! Improving processes will give us the tools we need to do our jobs better and provide even better customer service.

I am excited about several of the initiatives that are coming in 2012. DCHR will announce: the launch of the District-wide online Ethics Pledge; the release of the enhanced Telecommuting Program and Guide; the launch of Transgendered Ethics Training for employees; and many more initiatives.

Let's make 2012 a great year. As always, if you have any comments, suggestions or concerns, please share them with your supervisor or with me.

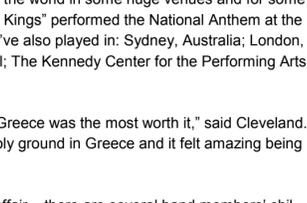


Shawn Y. Stokes  
Director

## Administration News

### DCHR Team Member 'Wows' Crowds – Everywhere

Can you play an instrument? How about **five** instruments? Well, DCHR's very own **Henry Cleveland** does – and he's done it all over the world! Henry started his musical journey at the age of 11 when he played in the [D.C. Youth Orchestra](#). He learned to play the clarinet, sax, cello, flute, and trombone!



Henry now plays the trombone in a premier brass band called *The Sweet Heaven Kings* at the United House of Prayer in Anacostia. While the band's home is in South-east D.C., they have performed all over the world in some huge venues and for some pretty famous audiences. In 2004, "The Kings" performed the National Anthem at the U.S. Olympics in Athens, Greece. They've also played in: Sydney, Australia; London, England; New York City's Carnegie Hall; The Kennedy Center for the Performing Arts; and [The White House](#).

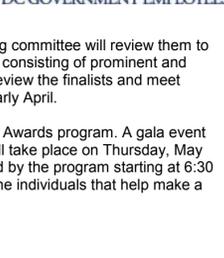
"Out of all of the places that I've been, Greece was the most worth it," said Cleveland. "We had an opportunity to visit some holy ground in Greece and it felt amazing being there."

The Sweet Heaven Kings are a family affair – there are several band members' children who have joined, including Henry's two sons.

Visit the Kennedy Center's website to check out [music by The Sweet Heaven Kings](#). Way to go, Henry!

### Collaboration Returns Great Results in the 2012 Cafritz Awards Nominations

Thanks to the collaborative efforts of the Washington, D.C. Department of Human Resources, the Office of Cable Television, the Mayor's Office of Communications, as well as the Morris & Gwendolyn Cafritz Foundation and the Center for Excellence in Public Leadership at George Washington University, nominations for the 2012 Cafritz Awards increased by more than 20 percent over last year!



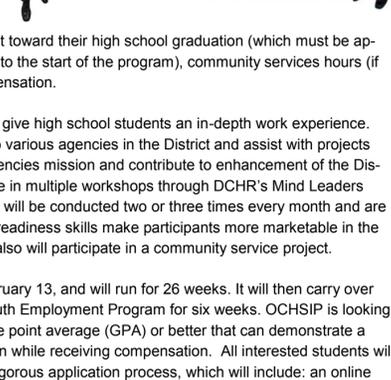
The number of eligible nominations increased from 118 in 2011 to 155 in 2012. With so many nominations, this will once again be a competitive year for some of our city's finest public servants.

Once all of the applications are turned in, the screening committee will review them to narrow the field to 20 finalists. Then a selection panel, consisting of prominent and highly-respected leaders in the local community, will review the finalists and meet to select the five winners. Winners will be notified in early April.

This year will mark the 11th anniversary for the Cafritz Awards program. A gala event celebrating the Cafritz Awards winners and finalists will take place on Thursday, May 31, 2012. The reception will start at 5:30 p.m., followed by the program starting at 6:30 p.m. Mark your calendars now to attend and support the individuals that help make a positive difference in the lives of the residents of D.C.

### One City High School Internship Program – Now Accepting Applications for the 2012 Program

DCHR recently announced the start of the recruitment process for the 2012 One City High School Internship Program (OCHSIP). The program will provide internship opportunities to eligible high school students in grades 11 and 12. Through OCHSIP students may qualify for half elective credit toward their high school graduation (which must be approved by their school prior to the start of the program), community services hours (if necessary), and paid compensation.



The program is designed to give high school students an in-depth work experience. Students will be assigned to various agencies in the District and assist with projects that meet the respective agencies mission and contribute to enhancement of the District. Participants will engage in multiple workshops through DCHR's Mind Leaders online courses. Workshops will be conducted two or three times every month and are designed to enhance work-readiness skills make participants more marketable in the workplace. Selected youth also will participate in a community service project.

The program will begin February 13, and will run for 26 weeks. It will then carry over into the DOES Summer Youth Employment Program for six weeks. OCHSIP is looking for students with a 2.5 grade point average (GPA) or better that can demonstrate a willingness to work and learn while receiving compensation. All interested students will be required to complete a rigorous application process, which will include: an online application, three essay questions, two letters of recommendation, counselor schedule verification form, an interview, residency and age verification, and parental consent. Applications are due January 27, 2012.

Space is limited, so youth are encouraged to apply early. To apply, youth will need to provide their valid Social Security number and permanent address. All participants must be District residents. Interested students who cannot access their Social Security numbers should contact the DOES Office of Youth Programs for assistance.

Anyone needing assistance with their application, or a place to access the Internet, is encouraged to contact the Office of Youth Programs located at 4058 Minnesota Avenue, NE (adjacent to the Minnesota Avenue Metro station) or they can visit the DCHR Customer Care Center located at 441 4th St, NW (adjacent to Judiciary Square Metro station). Staff will be available to assist students and their families, and to answer any questions.

For additional information about the 2012 One City High School Internship Program visit [www.youthjobs.dc.gov](http://www.youthjobs.dc.gov), or call either (202) 698-3492 or (202) 727-1523.

### Performance Management – Update

#### FY2011 Performance Evaluation

On December 2, 2011, DCHR Director Shawn Stokes granted an extension for all agencies to complete FY2011 Performance Evaluations in PeopleSoft by close of business on Friday, January 27, 2012. Eligible employees who have not yet met with their supervisors to discuss their FY2011 evaluations are urged to please contact their supervisors to ensure that an evaluation is completed through PeopleSoft. Please note that in order to evaluate an employee, the supervisor must have completed a performance plan for the employee in PeopleSoft on or before June 30, 2011.

#### FY2012 Performance Management Plans

All supervisors who manage employees that are eligible to participate in the District's Performance Management Program should begin meeting with these employees to establish FY2012 Performance Plans. A Performance Plan includes competencies, SMART goals and an Individual Development Plan. Below are suggested dates to help supervisors and employees successfully complete FY 2011 Evaluations and develop FY 2012 Plans:

- **1/1 through 1/20** – Supervisor holds the year-end discussion and employee acknowledges that the discussion was held in PeopleSoft.
- **1/23 through 1/27** – Supervisor completes FY2011 Evaluations in PeopleSoft
- **2/1 through 2/28** – Supervisor meets with employee to establish a FY 2012 Performance Plan and submit it through PeopleSoft.
- **2/1 through 6/30** – Supervisor meets with newly hired employees within first 30 days to establish FY2012 Performance Plans in PeopleSoft.
  - ◊ Supervisor monitors and documents performance of employees using the FY2012 performance plans as a basis.
  - ◊ Supervisor issues Performance Improvement Plans (PIPs) to employees whose performance is deficient.
- **4/1 through 6/30** – FY2012 Mid-year progress discussion is held between the employee and supervisor (Note: A mid-year progress discussion is mandatory for employees who are serving a probationary period).
- **6/30** – Final modifications are made to the FY 2012 plan by the supervisor; Last date to issue Performance Improvement Plans for FY2012

For more information, please visit the DCHR ePerformance website at <http://dchr.dc.gov/dcop/cwp/view,a.1220.q.530729.dcopNav.131656j.asp> or contact Performance Management Team members at [DCHRPerfMgmt@dc.gov](mailto:DCHRPerfMgmt@dc.gov).

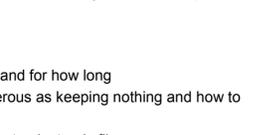
### WDA Course Offerings Take Off

DCHR's recent course offerings are really taking off! In December, DCHR partnered with the Community College of the District of Columbia (CCDC) to offer every D.C. government **employee two online professional development courses at no cost to the employee**. So far, more than 700 employees have registered for courses. To take advantage of this opportunity, visit the [Professional Development Portal](#) and sign up today!

Also in December, DCHR held its first-ever class on writing ranking factors for District residents and employees. The class is designed to help individuals learn about the importance of ranking factors and how to respond to the questions included in them. The second class was held on January 13 and had more than 200 registrants. And, 50% of those registered were District residents! Stay tuned to the [DCHR website](#) for details on the next Ranking Factors class.

### Coming Soon – Online Ethics Pledge

You've probably heard the buzz about the D.C. government Employee Ethics pledge. Well, it's coming soon! A tool has been designed in PeopleSoft, so employees can access the pledge online and an accurate record can be captured.



The pledge will be available online by Feb. 1, 2012, for current employees to complete by the end of FY2012. It also will be available in New Employee Orientation in the coming months. Stay tuned for more information on the implementation of the D.C. Government Employee Ethics pledge.

### Webinar – File or Forget? Legal and Practical Recordkeeping Rules for HR

Join DCHR's Associate Director of Measurement, Analysis and Planning, Rehva Jones, on Tuesday, January 31 from 1:30 to 3 p.m. in the 300 South conference room for this informative webinar on HR recordkeeping. **This important training is mandatory for all DCHR employees** and HR Advisors are encouraged to attend if possible.

You will learn:

- What documents you MUST keep on file -- and for how long
- Why keeping everything is almost as dangerous as knowing nothing and how to weed out what you don't need
- How to make a smooth transition from paper to electronic files
- The stages of recordkeeping and how to be compliant at each one: Pre-hire, current employee, past employees
- How privacy rules have changed, and what they must be kept private
- What RIF and WARN stand for and what they mean to you
- How to develop back-up and destruction policies that are compliant and consistent

The webinar will be open to the first 20 employees to [register online](#). If you have any questions, please contact Brittany Fields.

**Can't attend on January 31?** That's OK. The webinar will be played back on February 7, 14, 21, and 28 at 10 a.m. in the 300 South conference room, so DCHR employees can fulfill their requirement. HR Advisors may attend these playback sessions as well. Stay tuned for a registration link for the February playback dates.

### Open Enrollment is Over – Isn't it?

Technically, yes, Open Enrollment is over. However, January can still be a very busy month following the flurry of activities in December when employees may have elected new health care options. This is the month when employees receive their new health insurance cards and start using their new insurance.

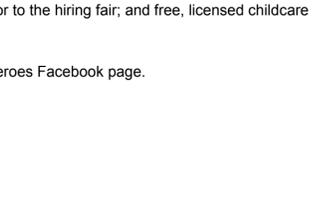


Some employees may have questions about their insurance or didn't receive their new insurance cards. If you have questions, or if your agency's employees have questions, please e-mail [dchr.benefits@dc.gov](mailto:dchr.benefits@dc.gov) or call (202) 442-9700.

### In the News

#### DCHR Represented at 'Hiring Our Heroes' Veterans Event

DCHR's Staffing Services team was on hand at the *Hiring our Heroes* – Military Spouse Career Forum on Friday, January 13, 2012. The career forum and hiring fair was exclusively for military spouses and the largest of its kind.



The U.S. Chamber of Commerce, NBC4, NBC News, the Corporation for National and Community Service, Joining Forces, Capital One, Events DC, the Military Spouse Employment Partnership, HandsOn Greater DC Cares, Operation Homefront, and Fashion Delivers partnered to host the nation's largest career forum and hiring fair dedicated exclusively to military spouses.

This one-of-a-kind event was a win-win for employers and military spouse job seekers – featuring national and local employers with open positions and interview space on-site; resume and interview coaching prior to the hiring fair; and free, licensed childcare for all attendees who requested it.

Check out [photos](#) from the Hiring Our Heroes Facebook page.

### January 2012

The Star provides employees with DCHR news and information via e-mail. If you would like to submit a story or information, please send your content to your team's newsletter point of contact or to [Alex McCray](mailto:Alex McCray).

### HR Advisors' Corner

The following information is for HR Advisors. If you have any questions, please contact HR Specialists, [Nicole Cook](#) or [Troy Higginbotham](#).

### Voluntary Early Retirement

Have you heard the news? The U.S. Office of Personnel Management (OPM) approved DCHR's request for an extension of the use of the voluntary early retirement authority ("early out") within the District government. Under this renewed authority, eligible District government employees, except those occupying excluded positions, may voluntarily apply for early retirement during the authorized period, January 3, 2012, through December 31, 2012. For more information, visit [E-DPM Bulletin No. 26A-79](#) or contact DCHR's Benefits, Recruitment and Staffing Services at (202) 442-7627.

### Changes in HR Service Requests for Designated Agencies

For certain agencies, changes have been made regarding their DCHR representative for handling HR related requests. Career Service processing for the following agencies will now be handled by the DCHR Recruitment and Staffing Division:

- Justice Grants Administration
- Office of Risk Management
- Office of Victim Services
- Office of Asian and Pacific Islander Affairs
- Office on Latino Affairs
- Office of Boards and Commissions
- D.C. Taxicab Commission
- D.C. Office on Aging
- D.C. Sentencing and Criminal Code Revision Commission

All related Executive and Excepted Service actions will continue to be handled by the Office of the Director. If you have any questions or require additional information, please call (202) 442-9700.

### Free Training!

Don't forget! DCHR provides free training to all D.C. Government employees through the Workforce Development Administration. Contact your agency's Training Coordinator for more details. You also may contact the DCHR Workforce Development Administration at (202) 727-1523 to learn more.

### Domicile Requirement Reminder

All Executive and Excepted Service employees are reminded that they must submit their 15 required proofs of residency within 180 days of their appointment or confirmation date. Any Executive or Excepted Service employee who has not submitted their document proofs should contact the DCHR Office of the Director at (202) 442-9600.

### World Environment Day Kickoff 2012

World Environment Day will be hosted in Washington, D.C. on June 5, 2012. Check out the [video of the kickoff event](#) featuring Mayor Vincent C. Gray.

### Welcome to DCHR



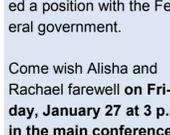
**Paul Davis**  
Human Resources Specialist  
Compensation and Classification Administration

Paul comes to us with a background in compensation and HR management from the private sector. Welcome, Paul!



**Jina Haynes**  
Intern

Jina is a recent graduate of Michigan State University Law School. Welcome, Jina!



**Leah Brown**  
Intern

Leah is a third-year law student at the University of the District of Columbia, David A. Clarke School of Law. Welcome, Leah!

### Farewell

**Lark Grier** recently accepted a position at the Department of Justice. We wish her the best of luck on her career.

**Alisha Patterson** has accepted a position at the D.C. Department of Healthcare Finance.

**Rachael Mintz** has accepted a position with the Federal government.

Come wish Alisha and Rachael farewell on **Friday, January 27 at 3 p.m. in the main conference room (310 South)**. We will celebrate their new positions!

### Links

[dchr.dc.gov](http://dchr.dc.gov)

[DCHR Intranet](#)

[Employee Benefits](#)

[Training and Development](#)

[Employment Opportunities](#)

[Employee Self Service](#)

