

A Message from the Director

DCHR Team:

May has been a busy month for us. We have continued to work hard to educate employees on the District's ethics standards. Even though the deadline to take the pledge has passed, we still want to increase the number of employees who take the pledge. Our Workforce Development Administration (WDA) team is aggressively working to provide training to agencies with large numbers of employees who have not taken the pledge. It is mandatory that employees need to complete ethics training — either in person or online — by December 31, 2012. Employees can access the online **Ethics Standards** training via PeopleSoft (<https://ess.dc.gov> > Self Service > Learning and Development > Request Training Enrollment > Search by Course Name > Ethics Webinar).

WDA also launched the **Gay, Lesbian, Bisexual, and Transgendered (GLBT) Cultural Competency Training**. This course is mandatory for all Management Supervisory Service (MSS) employees and needs to be completed by September 30, 2012.

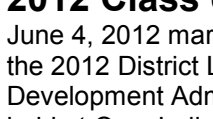
We all work hard to adhere to and exceed the **customer service standards** set by the District Government. Our HR Answers department does an excellent job and is consistently praised for their quality customer service, and we want to ensure our entire agency has "One Voice". So for employees who are new to DCHR, or employees who just need a refresher, here are our [Customer Service Standards Reference Guide](#). Make sure you are up to code on everything so we can set the standard for the District!

This month, I had the pleasure to speak at DCHR's **National Family Month Celebration**. Reviews of the event were all very positive, including this one from Pamela Brown:

"I truly enjoyed this morning's celebration of "family" life. I especially appreciated the intimacy it generated among my co-workers. I learned a little something extra about everyone. DCHR is made up of truly amazing people with talents, gifts and sensitivities that I would not have known about if it were not for this event. Somehow, today's session made me feel more connected to everyone who participated in this event, even though we work in different departments/sections."

These events will be fun, informative, and will have limited space — so be on the lookout for the next event and your chance to sign up to attend.

As always, if you have any questions or concerns, please contact your manager or me.



Shawn Y. Stokes
Director

Administration News

2012 Class of DLP kicks off

June 4, 2012 marks the week-long boot camp orientation for the students selected for the 2012 District Leadership Program. The boot camp will be facilitated by Workforce Development Administration's Peter Hillman and Willair St. Vil, and is scheduled to be held at One Judiciary Square in the WDA training rooms.

The District Leadership Program is a 10-week program that provides its interns with the opportunity to participate in a unique and unsurpassed work experience partnering with some of the District's leading professionals and practitioners. During the course of the DLP, each intern will spend time assessing and undertaking individualized learning activities intended to grow their personal and professional skills and competencies. They also will participate in formal courses including core classes, specialty topics, lectures, and leadership development activities.

Students of the DLP are juniors or seniors in an undergraduate university or current graduate or law school students.

- In related news, the newest members of the Capital City Fellows Program have settled in nicely at their respective agencies. Their first rotation, lasting six months, is two weeks in now, and so far all Fellows are pleased with where they are. Here is a listing of the Fellows and where they will be for their first rotation, respectively.
- Polina Bakhtiarov** - Fire and EMS Department
 - Alphonzo Brinkley** - Deputy Mayor for Health & Human Services
 - Alexandra Ceceres** - Deputy Mayor for Public Safety & Justice
 - Sasha Hammond-Lee** - DCCHAH
 - Bryle Hatch** - Office of Contracting & Procurement
 - Natalie Kaplan** - DHS
 - Jack Korba** - Office of the Attorney General
 - Jonathan Rogers** - Mayor's Office on Budget and Finance
 - Mamadou Samba** - Office of the Chief Financial Officer
 - Matthew Scalf** - Department of Corrections
 - Kyle Scott** - Metropolitan Police Department
 - Stacie West** - District Department of the Environment
 - Spring Worth** - District Department of Transportation

Personnel Protection and Confidentiality

As District government employees, we are bound by certain standards of ethics that must be adhered to as we carry out our duties and responsibilities. Unlike other D.C. government employees, many DCHR employees have access to and maintain a myriad of sensitive information and data. Consequently, the ethical standard extends further to standards of confidentiality.

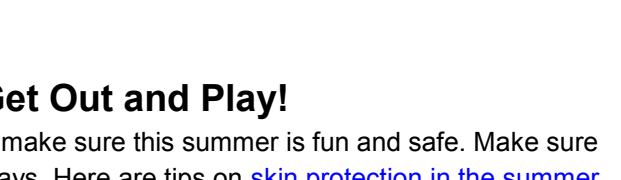
Our employees are responsible for the protection of not only personnel records, but also information maintained in electronic format in systems that we have oversight of like PeopleSoft. This protection also encompasses information received and disseminated from our work computers via Outlook.

Even though there are several federal and District laws that pertain to safeguarding information, DCHR employees should first review and familiarize themselves with Chapter 31A of the D.C. personnel regulations, *Records Management and Privacy of Records*, found on DCHR's website at www.dchr.dc.gov, under the 'District Personnel Manual' link.

In addition, all DCHR employees can review DCHR Administrative Order No. 07-05, *Policy on Privacy, Security, and Confidentiality of Personnel Records and Information; Agreement*, dated April 13, 2007, which contains a confidentiality agreement that all DCHR employees must sign.

MixItUp!

The time has come to Mix it Up. Join your co-workers in a friendly online competition, where you eat a colorful variety of fruits and vegetables every day, and earn points with each serving. Visit dcgovernment.gomixitup.com today to register. Then start or join a team of 4 to 10 co-workers and prepare your taste buds for adventure. Team membership, however, is not required to participate.



Each day, try different kinds of fruits and vegetables and log them on the Mix It Up website. No charge to participate, and the D.C. Government will present great rewards to the top three teams and top three individuals.

You can download the Go Mix It Up app from the Android Market or the iPhone App Store. Competition begins May 14.

Summer's Coming... Get Out and Play!

The District Government wants to make sure this summer is fun and safe. Make sure you are protected from the sun's rays. Here are tips on [skin protection in the summer](#) and [discounts on tickets](#) to see our Washington Nationals in action!

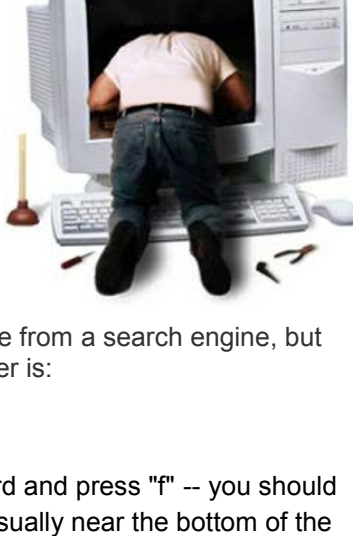
Performance Management All-Stars

DCHR Deputy Director Kimberly Williams has been with us for a short period of time, but has quickly noticed the work of two impressive individuals in our DCHR family. The DCHR Dynamic Duo, Antilecia O'Neal and Brittany Fields have demonstrated exceptional service educating and training Supervisors and Managers on the Performance Management Program and E-Learning process. Over the last couple of months, they were instrumental in leading the DCHR strategic initiative in not only delivering performance management training, but also reinforcing the establishment of performance plans by the program's due date. "Antilecia and Brittany have openly and willingly shared their extensive knowledge with new and existing managers and proactively organized customized sessions with supervisors and managers in DCHR," Williams says.

This dynamic duo have shown exemplary customer service, goal attainment and communication skills, which are representative of the core competencies for the District of Columbia's Performance Management Program. Their willingness to accept responsibility is a delight, but the spirit in which they accept and deliver is a treat-ure. Congratulations to Antilecia O'Neal and Brittany Fields for the contributions they have made and will continue to make!

The IT Corner

Greetings from the IT Corner!
For the past several weeks, we have been hard at work configuring phone lines and computers to coincide with several DCHR employees moving to different areas in the office. We thank you all for your patience as we work to service you all. As usual, any I.T concern should be sent to DCHR.IT@dc.gov.



Helpful IT Tips for May

Search text within any Web page: Ever end up on a site from a search engine, but can't find the exact words you are looking for? The answer is:

Ctrl + F

Go ahead and hold down the Ctrl button on your keyboard and press "f" -- you should see a search box pop-up somewhere on your screen. (Usually near the bottom of the window). Now you can type any word into that search box and your internet browser will find and highlight each instance of that word as it appears on the page. You can also click the "next" button to allow the page to auto-scroll to the next instance of the word.

Its all about Shortcuts: Simply hold down your Control key (Command key for the Mac) and the corresponding letter to perform these often repeated functions.

CTRL+Z –undo

CTRL+X –cut

CTRL+C –copy

CTRL+V –paste

CTRL+B –bold

CTRL+Y –redo

CTRL+A –select all

CTRL+S –save

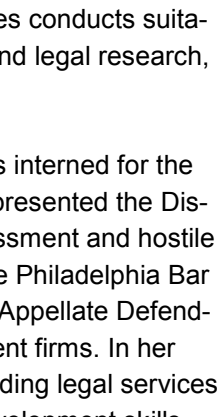
CTRL+P –print

CTRL+T –new tab in browser

Notice that the most repeated shortcuts are all placed at the easiest to reach place on your keyboard and line up all in a row: Z, X, C, V, B.

DCHR Spotlight

With so much of our agency's effort being put toward developing emerging leaders, its no surprise that one was within our very ranks. Jina Nicole Haynes, Esq., joined the DCHR – Legal, Compliance and Policy Divisions as an intern in January 2012. Graduating from Florida A&M University with a Bachelor of Science in Business and a Juris Doctorate from Michigan State University College of Law, she has always been one to aggressively pursue her dreams of being a lawyer. While interning with DCHR, Jina sat for the Pennsylvania Bar exam in February, passed, and is now licensed to practice in the state of Pennsylvania. This past March, Ms. Haynes transitioned from her intern status into a Management Analyst position in the Legal Compliance and Policy Division. As an Analyst, Ms. Haynes conducts suitability investigations, Office of the Inspector General investigations, and legal research, just to name a few.



Ms. Haynes is no stranger to D.C. government. In 2010, Ms. Haynes interned for the Office of the Attorney General in the Civil Litigation Division. She represented the District in employment related cases pertaining to Title VII, sexual harassment and hostile work environment claims. At 26 years of age, she has worked for the Philadelphia Bar Association, Houston-Harris County District Attorney's Office, State Appellate Defenders Office of Michigan and other Business and Real Estate Investment firms. In her spare time, Ms. Haynes volunteers with different organizations providing legal services to indigent individuals and mentors young adults on professional development skills. Her life motto is "live everyday as if it were last, aim high, and never give up." Haynes is dedicated to public service and is elated to have the opportunity to serve the District of Columbia residents. Her combination of a giving heart and intelligence makes her a shining light in DCHR and the entire District!

May 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 [Riham Gas-Kins](mailto:Riham.Gas-Kins).

HR Advisors' Corner

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

Emergency Contact

Have you checked your personal information in PeopleSoft recently?

For your own well-being, make sure that your emergency contact information is up to date.

Your emergency contacts will be notified in the event of any incidents or emergency that happens while at work, so its important to keep that information updated.

Log in to [PeopleSoft](#) and go into 'Personal Information' to make the necessary changes.

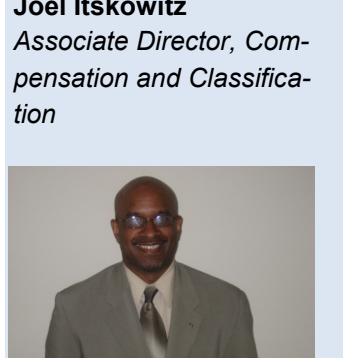
Changes in HR Service Requests for Designated Agencies

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:

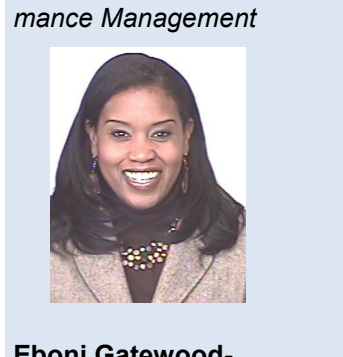
- Justice Grants Administration
- Office of Risk Management
- Office of Victim Services
- Office on Asian and Pacific Islander Affairs
- Office on Latino Affairs
- Office of Boards and Commissions
- D.C. Taxicab Commission
- D.C. Office on Aging
- D.C. Sentencing and Criminal Code Revision Commission

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.

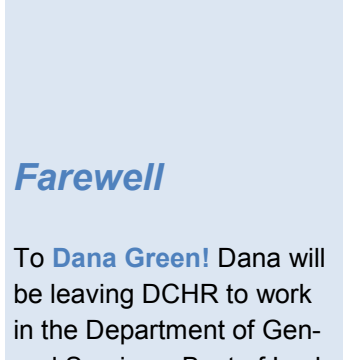
Welcome to DCHR



Joel Itzkowitz
Associate Director, Compensation and Classification



Steven Berlack
Supervisory Human Resources Specialist, Performance Management



Eboni Gatewood-Crenshaw
Supervisory Human Resources Specialist (Policy)

Links

dchr.dc.gov

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