



## HR Newsletter - April 2014

As you may be aware, DCHR has been working on some large bodies of work for a while. We're at a very exciting stage of most these projects and programs and we're looking forward to launching several of them in the near future.

As the DCHR team moves ahead with the HR Effectiveness work, we will continue to enhance the culture and HR services within the District of Columbia. We also have the roll out of the long-awaited Classification and Compensation Reform project, and the launch of our new Recruiting Strategy and JobScience, the new applicant tracking system.

We're piloting the DC Executive Leadership Program, which will serve as the premier professional development opportunity for executives in the District government and will help round out new Learning and Development Strategy. The strategy encompasses all professional levels, whether you're an employee, a manager, an executive, or a DC resident.

DCHR is partnering with the DC Labor Management Partnership Council to improve employee morale and customer care, and re-establish an employee awards and incentive program within the government. We're working to incorporate the DCHR Customer Care Excellence Training into this citywide effort.

In addition, we're developing ways to enhance the suitability program and criminal background check process, reviewing employee benefits and retirement options, and working to strengthen the performance management process for everyone.

We cannot achieve most of these monumental goals without the support of the HR community. Your work and effort are invaluable to these programs and projects and we appreciate your commitment to improving the culture, services, and morale of the District. Thank you!

Shawn Y. Stokes  
Director  
DC Department of Human Resources

### **Congratulations to Cheryl Roberston - Finalist for the Cafritz Awards**

Congratulations to DCHR's Cheryl Roberston for being selected as a finalist for the [13th annual Cafritz Awards](#)! Cheryl consistently demonstrates great leadership and customer care within DCHR and throughout the District. Please join DCHR in congratulating Cheryl on this well-deserved honor.

The winners of the 13th annual Cafritz Awards will be announced later this year and will be honored at Cafritz Awards Gala on June 4.



### **Certified Public Manager Program**

On March 13, 2014, the DC Department of Human Resources, The George Washington University, and the Council Of Governments hosted a reception in honor of the National Certified Public Manager Consortium. The National Certified Public Manager Consortium is the accrediting body for the District's Certified Public Manager Program and held their annual mid-year meeting in Washington, DC. At the reception, DCHR's Six Sigma Project team presented their project on Official Personnel Folders: Completeness, Tracking, Retrieval, and Filing.

### **Capital City Fellow Spotlight: Kyle Scott**

The **Capital City Fellows Program (CCFP)** is a mayoral initiative to attract recent graduates of master's degree programs who are interested in public service to work for the city of Washington, DC. Selected Fellows are appointed for 18 months during which they may complete three six-month rotations in different city agencies within the government operations, health and human services, public safety and justice, planning and economic development or education clusters.

For additional information about the program, please visit the [Capital City Fellows Program website](#) or to follow current activities please 'LIKE' the [Capital City Fellows Facebook page](#).

**Capital City Fellow:** Kyle Scott  
**Hometown:** Union, Kentucky  
**Undergraduate School:** Loyola University Chicago  
**Undergraduate Degree:** B.S. Environmental Science  
**Graduate School:** University of Kentucky  
**Graduate Degree:** Public Administration



Kyle joined the Capital City Fellows Program in April 2012 and is currently a fourth rotation Fellow working for the Mayor's Office of Budget and Finance (MOBF) on the District's capital budget for FY 2015 - FY 2020. He has completed rotations at the Metropolitan Police Department, Office of the City Administrator, and the District Department of Transportation.

### **What do you enjoy about the Fellows Program?**

I believe the people in and around the program make this Fellowship so special. In the program, your peers and predecessors are always reaching out to help you to maximize your experience. The people around the program, such as supervisors, co-workers, and the program's administrators create the solid foundation of support that allows Fellows to cultivate and strengthen their professional skills to help better serve the District.

### **HR Advisor's Corner**

***Are You the Agency HR Point of Contact?*** If you're the HR point of contact (POC) at your agency, we're looking for you! DCHR is updating its website, specifically the page that contains the HR POCs within the agencies. We will only list one HR POC per agency, so if you serve in that role, please send an email to [dchr@dc.gov](mailto:dchr@dc.gov). Provide your direct phone number, which will be listed on the website with your name and email address. If the HR POC should ever change at your agency, you can update it by contacting [dchr@dc.gov](mailto:dchr@dc.gov) or via the sign-in sheet at the monthly HR Advisor meetings. Thank you for helping us keep our website up to date!

***Job Announcement / Cloning*** - When creating a new job requisition or cloning, please follow these steps: (1) Review each section and make appropriate changes to the cloned job openings: Job opening Authorization; Location; Desired Competencies; and Job Opening and Closing Information; (2) Ensure the appropriate "Areas of Consideration" and corresponding posting dates are correct; (3) Additionally, internal postings must post as internally via PeopleSoft and Human Resources Advisors should encourage internal candidates to submit their applications the Employee Self Service portal. The current Areas of Consideration are as follows: Agency Wide (5 days), Special Area (5 days), District Government wide (5 days), and Open to the public (10 days or Open until filled OUF). However, please be advised that agencies must follow all collective bargaining agreement regulations pertinent to job opening and closing dates.

***Applicant Tracking System*** - The Applicant Tracking System (ATS) Jobscience implementation project is currently underway! DCHR, in partnership with members of the HR Advisor community, Office of the Chief Technology Officer, and Jobscience, conducted a business process review in February 2014. During this review, we identified process improvement gaps and discussed how we could potentially configure and utilize the system to achieve our mission to attract, develop, and retain a well-qualified and diverse workforce. This

implementation will include integrating ATS components with our HRIS system, PeopleSoft.

Based on the valuable feedback we received during the process review and focus group meetings, DCHR has completed the business process maps that will serve as the foundation to enhance our recruiting processes throughout the District. The anticipated launch date is set for September 2014!

***Displaced Employee Program and Agency Re-employment Priority Placement Program***

- In an effort to continuously comply with our Displaced Employee Program (DEP) and Agency Re-employment Priority Placement Program (ARPP), please note priority consideration for the District of Columbia's DEP and ARPP are given if the candidate is found to be "qualified." Candidates identified as ARPP should be considered for placement for eligible positions within the respective agency prior to the consideration of other candidates. Note that the ARPP designation is maintained for one year following the separation date of the employee and the DEP designation is maintained for two years following separation. Both ARPP and DEP clearance eligible positions must be reviewed and cleared by DCHR prior to the consideration of other candidates.

***HR Community Social*** - DCHR Team and HR Advisors are invited to an HR Community Social on **Thursday, April 24 from 5:30 to 7:30 p.m. at Queen of Sheba, 1503 9th Street NW.**

**Mayor Gray and DCHR Announce the District Executive Leadership Program**

On March 21, Mayor Gray and DCHR announced the launch of the District Executive Leadership Program, the premier professional development opportunity for leaders in the District of Columbia Government. DCHR partnered with The George Washington University to design, develop, and deliver the program, which will strengthen executive-level talent through the use of cutting-edge learning and peer coaching.

*Congratulations to the first cohort of the District Executive Leadership Program!*

- **Jesus Aguirre**, Director, Office of the State Superintendent of Education
- **Lucinda Babers**, Director, Department of Motor Vehicles
- **Quincy Booth**, Chief of Staff, Executive Office of the Mayor
- **Matthew Brown**, Deputy Director for Resource Allocation, Department of Transportation
- **Sheila Bunn**, Deputy Chief of Staff, Executive Office of the Mayor
- **Kenneth Evans**, Deputy Budget Director, Executive Office of the Mayor
- **Derek Ford**, Chairman, DC Housing Financial Agency
- **Barry Gersten**, Chief Information/Technology Officer, DC Metropolitan Police Department
- **Jennifer Greene**, Director, Office of Unified Communications

- **Brian Hanlon**, Director, Department of General Services
- **Rosalynn Hughey**, Deputy Director, Office of Planning
- **Ariel Levinson-Waldman**, Sr. Counsel to the Attorney General, Office of the Attorney General
- **Tony Robinson**, Director of Public Affairs, Office of the City Administrator
- **Christopher Shorter**, Chief Operating Officer, Department of Health
- **James Staton**, Chief Procurement Officer, Office of Contracting and Procurement
- **Gitana Stewart-Ponder**, Legislative and Policy Analyst, Office of the Deputy Mayor for Public Service
- **Wayne Swann**, Human Resource Officer, Department of Human Services
- **Charles Thornton**, Director, Office of Returning Citizens
- **Camile Williams**, Chief of Staff, Office of Aging
- **Kimberly Williams**, Deputy Director, Department of Human Resources

For more information regarding the District Executive Leadership Program, please visit [dchr.dc.gov](http://dchr.dc.gov).



### **Mayor Gray Announces Steps to Protect the GLBT Community from Discrimination in Health Care**

On February 27, Mayor Gray, DCHR Director Shawn Stokes, Office of Gay, Lesbian, Bisexual, and Transgender Affair Director Sterling Washington, and Department of Insurance, Securities, and Banking (DISB) Interim Commissioner Chester McPherson, and members of the GLBT community announced that DISB issued a bulletin to the District's health insurance companies prohibiting discrimination on the basis of gender identity expression. DCHR continues to work with the District's healthcare providers to ensure that benefit and coverage

exclusions and limitations that explicitly or otherwise target enrollees on the basis of gender identity or gender expression are removed from the health insurance plans offered to District government employees. For more information, please read the [employee memo](#) and [press release](#).

## 2014 Smiles Challenge

The Challenge is ON! If you registered to participate in the 2014 Smiles Challenge, [log in](#) to start earning points!

There are more than 1,300 employees participating in the 8-week challenge, so don't forget to log your points and activities online. This is your chance to win some great prizes!



## Thrive Across America

### Ready? Set? Thrive!

One of the most popular wellness challenges in the District government is coming back. That's right, it's almost time for another Thrive Across America challenge. Get yourself or your team ready to participate in this 8-week fitness/wellness challenge, where you earn points and virtually travel across the country.

What's a challenge without winners and prizes? Check out what you could win!

- T-shirts for the first 100 registrants
- Fruit Guys' fresh fruit delivery for the top three winning team(s)
- Onsite seated massages for the top team(s)
- Onsite seated massages for the top individual(s)
- Gym and lunch bags for the top individual(s)

Thrive Across America officially starts on June 2. Stay tuned for more information including registration details.

### Wellness Tip: Take Control of Your Allergies

Common allergies can cause sneezing, runny nose, and watery eyes for weeks and months at a



time. And these symptoms can lead to asthma, which may present more serious problems. Talk to your doctor about allergy testing to identify your triggers so you can take steps to avoid them. And keep the following tips in mind:



- Go with H2O. If you're stuffed up from seasonal allergies, drinking more water can thin mucus and help flush your system.
- Be flexible. Exercises like yoga can teach you breathing techniques to help control allergies and asthma.
- Watch for signs. Don't confuse cold symptoms with allergies. Colds usually last 7 to 10 days and can cause a fever.

For more information on allergies including symptoms, causes, and relief, please visit Kaiser Permanente's [Allergies and Asthma page](#).

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