

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT

GENERAL INFORMATION GUIDE

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INTRODUCTION

About the D.C. Department of Human Resources (DCHR)

DCHR provides human resource management services that strengthen individual and organizational performance and enable the District government to attract, develop, and retain a well-qualified, diverse workforce.

About This Guide

This Recruitment General Information Guide (Guide) provides general information about competitive recruitment procedures for the Career Service (CS), Educational Service (ES), and Management Supervisory Service (MSS). The Guide references relevant statutes and rules that authorize DCHR to carry out recruitment actions. This Guide does not act as a substitute for any provision of the District of Columbia Government Comprehensive Merit Personnel Act of 1978 (CMPA), as amended, or the D.C. Personnel Regulations contained in the District of Columbia Municipal Regulations (DCMR) and the District Personnel Manual (DPM). With sole discretion, the Director of DCHR may revise, delete, or supplement information contained in this Guide at any time.

This Guide provides step-by-step instructions for selection officials and HR staff at DCHR and agencies for the hiring of CS, ES, and MSS employees using competitive recruitment actions. Throughout this Guide, the term “HR Staff” refers to DCHR employees as well as agency human resource staff. The location of the HR Staff in a given situation may depend on an agency’s Memorandum of Understanding (MOU) with DCHR.

The Mayor has delegated personnel authority to DCHR, and DCHR serves as the personnel authority for most agencies that are subordinate to the Mayor. Therefore, agencies that are subordinate to the Mayor must follow the recruitment procedures in this Guide. Independent agencies should refer to their MOU with DCHR regarding which procedures they are required to follow.

This Guide does not apply to appointments to uniformed positions in the Metropolitan Police Department or the Fire and Emergency Medical Services Department. This Guide also does not apply to positions within the Excepted, Executive, or Legal Service (including Senior Executive Attorney Service).

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. Negotiated labor agreements shall be read to give effect to the governing regulations, as referenced in this Guide to the fullest extent possible. However, in the case of an irreconcilable conflict, a labor agreement shall control with respect to the specific conflict.

Phases of the Competitive Recruitment Process



We can break down the competitive recruitment process into five distinct phases:

1. Understanding the Information to Know Before You Post a Job
2. Posting a Vacant Position
3. Qualifying Applicants and Determining Screening Scores
4. Evaluating Top Candidates
5. Hiring a Candidate

We have organized the content of this guide according to each of these phases. See page 6 for a map listing the detailed steps of each phase.

MAP OF THE COMPETITIVE RECRUITMENT PROCESS

PHASE	STEP	PAGE #	Average # of DAYS
1. KNOW	1. When to Apply the Priority Reemployment Placement Programs	7	-
	2. What to Do When There's a Collective Bargaining Agreement	7	-
	3. When to Use Competitive Recruitment Procedures	7	-
	4. What Competitive Recruitment Procedures Require	9	-
	5. What Agreements My Agency Has with DCHR	9	-
	6. What Rights All Applicants Have	10	-
	7. When to Communicate with Applicants	11	-
	8. What Records to Keep	12	-
2. POST <i>10 days</i>	1. Certified Position Description and Budget Approval	13	-
	2. Submit a Job Requisition for Approval	13	2
	3. Produce a Vacancy Announcement	13	2
	4. Post Vacancy Announcement to eRecruit	15	1
	5. Deploy Recruitment Strategies	16	5
3. QUALIFY <i>7 Days</i>	1. Apply Preference Points and Review Residency Requirements	17	1
	2. Review Screening Scores and Validate Responses	18	4
	3. Additional Factors and Tie-Breaking	19	1
	Error! Reference source not found.	20	1
4. EVALUATE <i>11 Days</i>	1. Types of Evaluation Methods	21	4
	2. Perform Additional Assessments	21	-
	3. Conduct Interviews	21	5
	4. Select an Applicant	22	2
	5. Final Selection Requirements	23	-
5. HIRE <i>12 Days</i>	1. OCA/MOTA/MOLC Approval	-	3
	2. Approval of Salary Exception Request	-	2
	1. Make a Conditional Job Offer	24	3
	2. Conduct Suitability Screenings	24	4
	3. Process Hiring Action	25	-
Total:			40 Days

PHASE 1: INFORMATION TO KNOW BEFORE YOU POST A JOB

1. When to Apply the Priority Reemployment Placement Programs

2. What to Do When There's a Collective Bargaining Agreement

3. When to Use Competitive Recruitment Procedures

4. What Competitive Recruitment Procedures Require

5. What Agreements My Agency Has with DCHR

6. What Rights All Applicants Have

7. When to Communicate with Applicants

8. What Records to Keep

KNOW: 1. When to Apply the Priority Reemployment Placement Programs

Before posting a position, agencies should ensure that they have followed the provisions for the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP). These programs should be considered before posting a position and agencies should be in consultation with DCHR's DEP Coordinator. Applicants receive **priority placement** if they were separated due to a reduction in force pursuant to [DPM Chapter 24, Reductions in Force](#), which includes eligible applicants participating in the DEP and ARPP. In addition, priority placement may be given to employees returning from a workplace disability and meet the requirements of [§ 230 of Chapter 2 of the DPM](#). See [Issuance No. I-8-69: Priority Reemployment Consideration for Employees Affected by Reduction-in-Force \(RIF\)](#) and [Attachment 1: Priority Consideration Selection Certificate Displaced Employee Program \(DEP\)](#).

KNOW: 2. What to Do When There's a Collective Bargaining Agreement

Agencies in unionized environments must follow the procedures outlined in their CBAs. HR staff should regularly cross-reference the applicable CBA to ensure compliance with any recruitment provisions. All CBAs can be found on the [website of the Office of Labor Relations and Collective Bargaining](#). Please ensure to review the most recent version of the CBA.

KNOW: 3. When to Use Competitive Recruitment Procedures

The following table summarizes when HR staff and selection officials must use competitive recruitment procedures for initial appointments, position changes, and promotions.

TABLE 1: PERSONNEL ACTIONS

INITIAL APPOINTMENTS TO DISTRICT GOVERNMENT SERVICE

The following types of initial appointments to District government service require a **competitive** hiring process:

- All permanent CS appointments
- All permanent MSS appointments
- All permanent ES positions
- Temporary and Term appointments at grade 13 and above

The following types of initial appointments to District government service can be made **non-competitively**:

- CS and ES emergency appointments up to 30 days (with the option for a 30-day extension)
- CS and ES temporary and term appointments at grade 12 or below (also known as “Name Select”)

PROMOTIONS FOR CURRENT DISTRICT GOVERNMENT EMPLOYEES

The following types of promotions require a **competitive** hiring process:

- Selection to a position with a higher-grade level than the position currently held by the employee
- CS, ES, and MSS temporary promotions longer than 180 days

The following types of promotions can be made **non-competitively**:

- Promotions due to a reclassification to a higher grade resulting from an increase in duties or desk audit
- CS, ES, and MSS temporary promotions of 180 days or fewer
- Career ladder promotions
- Conversion of a competitive temporary promotion to a permanent position
- Promotions when employee was not properly considered or erroneously denied a promotion
- Re-promotions when demotion was not disciplinary nor at the employee’s request

ADDITIONAL MOVEMENTS FOR DISTRICT GOVERNMENT EMPLOYEES

The following types of employee movements require a **competitive** hiring process:

- Selection to a position with higher promotion potential
- Movement of current employees from one personnel authority to another personnel authority at the equivalent grade with more promotional potential
- CS, ES, and MSS reassignments or transfers to higher grade or, same grade with more promotion potential
- CS and ES reinstatements not related to restorations to duty to a position with higher promotion potential than previous permanent position
- MSS Time-limited reassignment more than 180 days to a position with more promotional potential
- MSS Details for more than 240 days to a position at a higher grade or at the same grade with known promotion potential

The following types of employee movements can be made **non-competitively**:

- Reassignments or transfers to a position of the same grade with no additional promotion potential
- Movement of current employees from one personnel authority to another personnel authority at the equivalent grade with the same promotional potential
- Change in position within the same grade with no promotion potential
- Conversions of term appointment when the initial appointment was competitive
- Position upgrade without a significant change in duties due to change in classification standard or the correction of an initial classification error
- Position changes made pursuant to reduction-in-force regulations
- CS or ES details to positions of the same or equivalent grade not to exceed 180 days
- CS or ES restorations to duty at previous grade or lower
- CS or ES reinstatements at previous grade or lower
- MSS details for 240 days or less
- MSS temporary reassignments for 180 days or less
- MSS temporary promotions for 180 days or less

KNOW: 4. What Competitive Recruitment Procedures Require

Competitive selection procedures must:

- Consist of written, oral, or performance examinations, or two or more of these examination types;
- Be practical in character and fairly test the relative ability and fitness of candidates for jobs to be filled;
- Result in selection from among the best qualified candidates;
- Be developed and used without bias; and
- Comply with other requirements of applicable equal employment opportunity laws.

KNOW: 5. What Agreements My Agency Has with DCHR

DCHR's specific roles and responsibilities regarding recruitment vary depending on their structural relationship to an agency and any MOU in place. Historically, as agencies began formally working with DCHR to execute HR functions, they were designated as Tier 1, Tier 2, and Tier 3 agencies, based on when they started working with DCHR and the specific HR activities DCHR performed for their agency. As the work of District government has grown in complexity, DCHR has developed more nuanced relationships with agencies through MOUs in addition to the Tier System. These MOUs specify the ways that DCHR supports agencies, including but not limited to suitability screenings, hiring, and recruitment in each agency.

NOTE: Always review your agency's MOUs before determining the specific recruitment-related activities your agency should undertake.

TABLE 2: TIER 1, 2 AND 3 AGENCIES RESPONSIBILITIES

TIER 1 AND 2 AGENCIES RESPONSIBILITIES

The following personnel responsibilities are to be handled at agencies designated as Tier 1 and 2:

- Processing Personnel Action Requests (PAR) (non-monetary);
- Obtain OCA Approval;
- Obtain MOTA Approval for MSS 14 and above positions;
- Obtain MOLC Approval for Legal Service (including Senior Executive Attorney Service) positions;
- Post vacancy announcements directly to DCHR’s website;
- Creation and maintenance of Merit Staffing Case Files (MSCF) in accordance with the MSCF Checklist;
- Review and Score of applicant submissions per screening date eligibility, and develop selection certificates;
- Development and submission of hire packages, to include completed selection certificates and justifications, as applicable, to the DCHR’s Human Resources Solution Administration, in accordance with submission checklist and timelines (no later than 5 pm on the Wednesday prior to entry of duty (EOD)); and
- Extension of offers, following concurrence and/or approval from DCHR.

TIER 3 AGENCIES RESPONSIBILITIES

The following personnel responsibilities are to be handled at agencies designated as Tier 3:

- Initiating all requests for personnel action/recruitment and for reviewing and selecting a candidate from selection certificate provided by DCHR for hire.

KNOW: 6. What Rights All Applicants Have

All job applicants are entitled to reasonable accommodation when applicable under the Americans With Disabilities Act (ADA), nondiscrimination, language access, and access to certain information connected to the hiring process. The following paragraphs summarize these applicant rights.

ADA Reasonable Accommodation

If an applicant is not able to submit their application to a District vacancy using eRecruit, the District’s Talent Acquisition Management System, and a component of PeopleSoft 9.2, they may request a reasonable accommodation under the ADA. Employees or applicants with disabilities may request reasonable accommodations of the employer, regardless of title, salary, grade, bargaining unit, employment status (permanent, temporary, term, emergency) or civil service status (regular, exempt). Reasonable accommodation requests should be managed by the respective agency’s ADA Coordinator in conversation with the applicant and, as needed, HR staff and the selection official. For more information about ADA reasonable accommodation, please contact the D.C. Office of Disability Rights by phone at (202) 724-5055 or email at odr@dc.gov, or by visiting their website at odr.dc.gov.

Nondiscrimination

The District government values diversity and promotes an inclusive workplace free from all forms of unlawful employment discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of actual or perceived race, color, sex (including pregnancy), national origin, religion, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, disability,

status as a victim or family member of a victim of domestic violence, a sexual offense, stalking, or any other protected trait in accordance with relevant District and federal laws.

Language Access

The DC Language Access Act requires the District government to provide equal access and participation in public services, programs, and activities for residents who cannot (or have limited capacity to) speak, read, or write English. If an employee or applicant cannot speak, read, write, or understand English, they have the right to:

- Request and receive interpreter services;
- Request and receive vital documents in their language; and
- Make a complaint if they are denied any service at a DC government agency.

In addition, DCHR shall provide written translation of DCHR vital documents into any non-English language spoken by a limited-English-proficient and non-English-proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered by the agency.

Access to Information

The following information regarding an applicant's consideration for a vacancy shall be made available to a job applicant or their designated representative upon request:

- Any record of performance or supervisory evaluation not submitted by the candidate used in selection considerations;
- Whether the applicant was eligible based on the minimum qualifications, including any selective placement factors for the position;
- The job requirements, scoring procedures used, and the applicant's final screening score;
- Whether the applicant was referred to the selection official; and
- The name of the individual selected.

KNOW: 7. When to Communicate with Applicants

Job applicants should receive correspondence from HR staff and selection officials throughout the hiring process. eRecruit will send automatic notifications to candidates as they move throughout the process. **HR staff** are responsible for ensuring that notifications are sent to applicants through eRecruit:

- When their application is received;
- If the applicant has been disqualified (dispositioned); and
- When a vacancy announcement is closed, and the applicant is not selected.

Selection officials or designees are responsible for sending correspondence to applicants using eRecruit or email (unless otherwise specified):

- To schedule an interview or assessment;
- To send an offer letter (using eRecruit);
- To request supporting documentation of residency or veterans preferences (as needed);
- To collect information for pre-employment background checks;

- To collect logistical information regarding medical requirements and physical examinations (as needed); and
- To notify applicants of their non-selection for the position (using eRecruit).

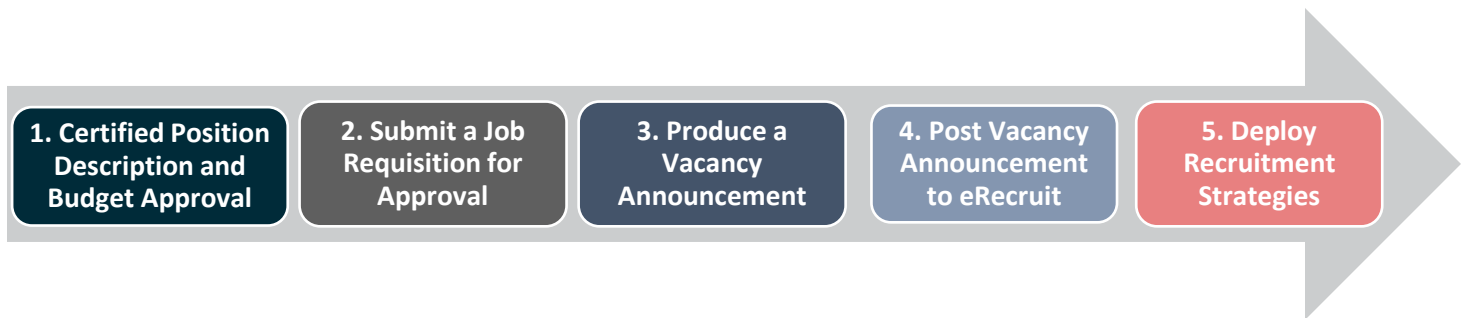
KNOW: 8. What Records to Keep

During the hiring process, records should be created and updated throughout the process. **Merit Staffing Case Files** are maintained for two years following the date of selection or cancellation. Merit Staffing Case Files are maintained for Tier 3 agencies at DCHR, and Tier 1 and 2 agencies maintain their own staffing files. At a minimum, the Merit Staffing Case Files must be uploaded and stored in eRecruit, and include the following:

- A copy of the job requisition and position description;
- Job requisition amendments or cancellation, if appropriate;
- Selection Certificate, e-Recruit screening results, interview notes;
- Signed employment application (or resume);
- Signed copy of the offer letter;
- General suitability screening checklist;
- If applicable:
 - Enhanced suitability notification;
 - Proof of preference documents (foster care youth, residency, and veterans preferences);
 - Proof of Pathways to Government Employment priority consideration;
 - Travel and/or relocation expense requests; or
 - Hiring bonus and/or additional income allowance;
- Job analysis documentation, evaluation methods, and a system for combining evaluations to obtain final scores;
- The original Selection Certificate, which indicates the selection or other final action on the case;
- If a selection was made, a copy of the [Checklist for Submission of Competitive and Noncompetitive Actions \(Attachment 2\)](#) should be submitted to DCHR;
- All applications submitted for the vacancy, notification to applicants and rating materials for the position;
- All other written material required by the provisions of this Guide that are relevant to the case, such as names and positions of panel members, notes produced during ranking panel considerations, etc.;
- Record of action taken under priority consideration program; and
- Copy of all DCSF-62 Ranking Panel Member Profile and Pledge of Confidentiality Forms.

Like a personnel record, Merit Staffing Case Files must be kept confidential and access to this information shall be restricted to necessary parties.

PHASE 2: POST A VACANT POSITION



POST: 1. Certified Position Description and Budget Approval

Before posting a vacancy, HR staff must obtain an up-to-date certified position description (PD) for the job. **All position descriptions must be reviewed and certified by the Human Resources Solutions Administration (HRSA) at DCHR prior to posting the vacancy to eRecruit.** Position descriptions are valid for three years after they are certified by DCHR.

A position description contains the most comprehensive set of information related to the position including the reason(s) the position is needed, selective factors, special requirements, relevant guidelines, and contacts. DCHR also maintains a PD library for standardized and agency-specific position descriptions available on the Intranet. For an overview of the PD library and usage instructions, see [Attachment 3: Position Description \(PD\) Library](#). Position descriptions should be accompanied by the Optional Form 8 when PDs are submitted to DCHR for approval. See [Attachment 4: Optional Form 8](#).

If necessary, the HR staff must update the position data in PeopleSoft to ensure the correct grade and obtain budget authorization prior to posting the position.

POST: 2. Submit a Job Requisition for Approval

HR staff should generate a job requisition containing the necessary information about the job, parameters of the job posting and vacancy announcement, and areas of consideration.¹ **HR staff should only use certified position descriptions when developing the job requisition. Use of language outside of the certified position description is not permitted.** All positions must be classified in compliance with the Federal Classification System and [Chapter 11A, Classification, of the DPM](#).

Prior to posting a vacancy announcement, HR staff should ensure that the agency's approval process is complete, including the funding approval for the position. DCHR will provide approval of the Job Requisition. After receiving approval from DCHR, the agency can post the vacancy announcement to eRecruit.

POST: 3. Produce a Vacancy Announcement

The vacancy announcement consists of two components: 1) the **job posting**, and 2) the **question set**.

¹ For most job postings, the areas of consideration will be the public, District employees, or agency employees.

Job Posting

Upon the approval of the job requisition, the selection official or designee should produce a job posting—a shortened version of the position description with additional information relevant to job applicants. The job posting should be created using the job posting template, then uploaded into eRecruit. See [Attachment 5: Job Posting Template](#).

Pathways to Government Employment Partnership Program

The *Pathways to Government Employment Partnership Program* (Career Pathways Program) gives District residents, who are graduates of District public high schools or recipients of a GED or high school equivalency credential from the District, priority consideration for entry-level District government jobs in the CS. If the job you are posting is a competitive entry-level position in the CS, you must include the following language in the job posting:

“This position is part of the Pathways to Government Employment Partnership Program. District residents who received a high school diploma from the District of Columbia Public Schools or a District public charter school or received a GED or its equivalent from the District of Columbia and have three (3) years or fewer of prior work experience will receive priority consideration for this entry-level position. Applicants must provide a high school transcript, GED certificate, high school diploma, or other applicable documentation along with verification of District residency before the District government may extend a final offer of employment.”

Agencies must accept applications from resident District graduates for each competitive entry-level position for at least five business days. If an agency is unable to fill a position after exclusively considering all resident District graduate applicants who are scored as “qualified” (or equivalent), the agency may consider applicants from the general public to fill the position. Applicants must provide a high school transcript, GED certificate, high school diploma, or other applicable documentation along with verification of District residency before extension of a final offer of employment. For more information, see [Issuance No. 2021-11: Career Pathways - Entry Level Jobs for Resident District Graduates](#).

Question Sets

Question sets must accompany all vacancy announcements and are used to evaluate candidates’ qualifications for the position. The HR staff, in consultation with the selection official or designee, shall generate a question set for the vacancy announcement that:

1. Consists of at least four multiple-choice questions with a range of response options (e.g., not just a “yes” or “no” question); and
2. Includes an open-ended textbox question to accompany and validate the applicant’s response to each of the multiple-choice questions. These open-ended questions give applicants the opportunity to provide evidence to support their response to each multiple-choice question.

When constructing question sets, HR staff and selection officials or designee should draw upon existing question sets that have been reviewed and approved by DCHR as well as questions that are tailored to the nature of the agency’s work and the duties of the position. See [Attachment 6: Developing Question Sets in eRecruit](#).

Assign Points to Questions

Applicants will receive a score of 0 to 100 points based on their responses to the question set (prior to receiving preference points). When assigning point values, HR staff and selection officials or designee should start by assigning each multiple-choice question a maximum number of points. The total number of points assigned across the entire question set **must total 100**. The maximum number of points are allotted to the best response out of a series of options. Each multiple-choice question should only have one answer that receives the maximum number of points. For example, if the question is worth a total of 20 points then only one answer can earn the applicant 20 points. HR staff and selection officials or designee should assign points to other multiple-choice answers in proportion to their alignment with the duties and responsibilities of the position. It is possible that some multiple-choice responses will not earn the applicant any points.

SAMPLE QUESTION

Vacant Position: Human Resources Specialist, Center for Learning and Development, DC Department of Human Resources

Multiple-choice question: Indicate your experience level in human resources data analysis, system design, and program administration.

- 5 or more years of experience (20 points)
- 3 to 5 years of experience (15 points)
- Less than three years of experience (10 points)

Follow-up text box question: Using specific examples, provide a written description of your experience, education, knowledge, and/or training that supports your response to the previous question. Do not paste your resume here or state SEE RESUME. Failure to provide a narrative will result in disqualification of your application from further consideration.

Note: *There are no point values associated with text box questions. However, applicants must provide adequate evidence to support their response to each of the multiple-choice questions in the subsequent text box question. An applicant's failure to support their responses to multiple-choice questions in the subsequent text boxes will result in disqualification (disposition).*

POST: 4. Post Vacancy Announcement to eRecruit

HR staff shall post all vacancies in eRecruit. All job postings must be approved by DCHR HRSA before going live. See [Attachment 7: Creating Job Openings in eRecruit](#) for step-by-step instructions on how to upload a job posting and question set into this system. Once a vacancy is active in eRecruit, agency staff, District employees, and the general public may access the posting at careers.dc.gov based on the area of consideration. If the job posting is internal, it will only be accessible to District employees in PeopleSoft.

TYPE OF POSTING	DURATION
Career Pathways position (Entry Level Only) with an <i>Area of Consideration (AOC) of "District Graduates"</i>	The job requisition is posted for a minimum of 3 workdays or more.
Non-union position with an <i>Area of Consideration (AOC) of "Open to the General Public"</i>	The job requisition is posted for a minimum of 3 workdays or 30 workdays or more with a <i>1st screening</i> set within 15 days of the opening and subsequent <i>screenings</i> as needed until the position is filled.
Non-union position with an <i>AOC "Department-Wide"</i>	The job requisition is posted for a minimum of 3 workdays or more
Union position with an <i>AOC "Department-Wide or Open to the Public"</i>	The job requisition is posted for a minimum of 10 workdays or more. Consult CBA.
<i>Open Until Filled (OUF)</i>	An <i>OUF</i> job requisition may be posted for 6 months, after which the announcement is cancelled. It may be "re-posted" if warranted. The job requisition must specify the <i>1st screening</i> date, typically within 15 days of the opening, and subsequent <i>screenings</i> until the position is filled or the job requisition is cancelled.
Special Area	<p>There is an area smaller than the entire hiring agency, such as a 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>:</p> <ul style="list-style-type: none"> • The need to afford maximum opportunity to a group of agency employees for consideration for higher level positions, <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 • 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.

POST: 5. Deploy Recruitment Strategies

Once a vacancy is active in eRecruit, HR staff and selection officials or designee are strongly encouraged to actively recruit qualified applicants. DCHR will develop and implement a recruitment strategy for attracting highly qualified talent. In collaboration with this effort, all subordinate agencies are responsible for identifying the advertising and outreach methods that will work best given their agency's mission, objectives, and hiring goals. Subordinate agencies must submit all external related communications and marketing materials to DCHR for approval prior to use.

PHASE 3: QUALIFY APPLICANTS AND DETERMINE SCREENING SCORES



QUALIFY: 1. Apply Preference Points and Review Residency Requirements

Applicants may be eligible to have **preference points** added to their screening score if they claim one or more of the following preferences:

- Residency preference;
- Veterans preference; and/or
- Foster care youth preference.

Applicants who claim an employment preference must provide sufficient documentation certifying their eligibility. Insufficient documentation will result in the withdrawal of an applicant's contingent offer and removal of their application from consideration. If additional assessments are conducted beyond the initial screening and scoring, preference points should be reapplied after each round.

Residency Preference

A District resident claiming **residency preference** is awarded a **10-point** hiring preference in addition to any points the applicant receives on the one hundred (100) point scale for positions in the CS, ES, and MSS. Candidates should be a District resident at the time they submit their application to claim preference. Applicants who claim residency preference must certify that they are residents of the District and must agree to maintain residency for seven consecutive years from the date they are hired, notwithstanding any subsequent details, reassignments, transfers, promotions, demotions, or any other internal movement. New employees must provide sufficient documentation that verifies their District residency prior to their first day of work. Sufficient documentation of District residency shall include a valid non-expired driver's license or non-driver identification issued by the D.C. Department of Motor Vehicles and verification that the employee has elected DC for their state income tax withholding in PeopleSoft. For more information, see [Issuance No. 2020-3: Residency](#).

Whenever an applicant on a selection certificate has residency preference and receives the same or a higher score than the individual selected who is not a District resident, the selection official must provide a written justification of non-selection to DCHR for approval. The written justification of non-selection shall specify the suitability or qualification reason for not selecting the District resident candidate.

Note: When a current District government employee, who has received residency preference, applies to a different District government position and elects to use residency preference again, they must maintain residency for an additional seven years from the start date of their new job. However, if a current District government employee, who has received residency preference, applies to a subsequent position and chooses not to use residency, they must still maintain residency for seven years from the date of their initial appointment (for which they received residency preference).

Veterans Preference

Applicants in the CS and ES claiming veterans' preference are awarded either a **5-point** or **10-point** hiring preference. Veterans' preference may only be used for initial appointments with the District government, or new appointments following a break in service, except where federal law provides for preference during a reduction-in-force. Retirees of the armed forces are not eligible to receive this preference. No applicant shall receive any preference after five years from the date of separation from the armed forces of the United States, except: (1) surviving spouse or surviving domestic partner, who has not subsequently married or entered into a domestic partnership, of a veteran; (2) spouse or domestic partner of a veteran with a service-connected disability; (3) a person classified as 30 percent or more disabled; and (4) a person who served during the Vietnam conflict, who has a discharge of other than dishonorable.

Foster Care Youth Preference

Candidates may be awarded a **10-point** hiring preference for competitive appointment or promotion in CS if, at the time of application, they are 18 to 21 years of age and are in foster care or are within five years of leaving foster care. To be awarded the foster care youth hiring preference, the applicant must either currently be in a foster care program administered by the Child and Family Services Agency (CFSA) or currently be a resident of the District and left a foster care program administered by CFSA within the last five years.

Residency Requirements

The District Government Employee Residency Amendment Act of 2018 requires employees in certain types of positions to be District residents. These positions are:

- Employees in the Excepted, Executive, and Senior Executive Attorney Services²;
- Attorneys employed by the Council of the District of Columbia;
- Employees hired or re-hired on or after May 23, 2019, at an annual salary of \$150,000 or more; and
- Agency heads.

Employees who are required to be a DC resident have 180 days to demonstrate their residency, and they do not have to be a resident at the time of their application. Residency requirements must be stipulated in the vacancy announcement for all applicable jobs. For more information, see [Issuance No. 2020-3: Residency](#).

QUALIFY: 2. Review Screening Scores and Validate Responses

Review Candidate Applications

HR staff will disposition any candidates who do not provide evidence to support their responses to multiple-choice questions and/or whose resume does not demonstrate that they meet the requirements of the position. The top 10 qualified highest-scoring applicants will be the first group forwarded to the selecting official for consideration. If no selection is made, then the HR staff shall continue to send the next group of no more than 10 qualified highest-scoring applicants until all qualified applicants are referred to the selecting official. A maximum of 10 qualified candidates shall be referred to the selecting official at a time.

² Any attorney in a LX-1 position or above paid on the Senior Executive Attorney Service Salary Schedule in accordance with § 3601.6 of Chapter 36 of the D.C. personnel regulations, Legal Service.

If the job is a competitive entry-level position in the Career Service under the Career Pathways Program, the assigned HR Specialist shall confirm that the applicant selected “yes” on the Career Pathways screening question and conduct an analysis of the application to determine whether the candidate qualifies for the Program and the job. HR staff must still determine which candidates are qualified based on their application scores; however, all qualified resident District graduate applicants must be referred to the hiring official first before any other candidates may be referred.

QUALIFY: 3. Additional Factors and Tie-Breaking

Selective Factors

Selective factors are knowledge, skills, or abilities essential for successful performance of a job, which are in addition to the basic qualifications of a position. Selective factors become part of the minimum qualifications for the position. An applicant who does not meet the selective factors is ineligible for the position.

Selective Factors cannot:

- Require knowledge, skills, and abilities that could reasonably be learned during the normal period of orientation for the position;
- Be so specific that they exclude from consideration applicants without prior District government experience;
- Require the possession of a degree when the qualification requirements for the position do not establish such a requirement; or
- Be so restrictive that it negates the entitlement of applicants from priority placement lists (e.g., ARPP/DEP).

Approved Leadership Programs

For the purposes of the Guide, the approved leadership programs are Certified Public Manager and Capital City Fellows. Current or past participants of these programs do not receive any preference points. However, **if a current or past participant in an approved leadership program is among the top 10 applicants for Excepted or MSS, then the candidate must be forwarded to the selection official and interviewed (if interviews are being conducted for the position).** In addition, **if a current or past participant of an approved leadership program is among the top pool of candidates (top 10) for a competitive position and is not selected, the selection official must submit a written justification of non-selection to DCHR for approval.** The written justification of non-selection shall specify the business reason(s) for not selecting the candidate. Candidates must indicate their eligibility at the time of application.

Eligibility Requirements:

- **Certified Public Manager:** Candidates must have successfully completed the Certified Public Manager program through DCHR and the George Washington University.
- **Capital City Fellows:** Candidates must have successfully completed at least two rotations or one year in the Capital City Fellows program.

Tiebreakers for Certification

Ties among the top ten highest scores: If there is a tie among the top ten highest scores, the HR staff is not required to select more than ten candidates as long as applicants with the same scores are collectively selected or not selected.

In the case of a tie, the HR staff in the personnel authority shall select one of the following tie-breaking methods:

- (a) Break the tie of candidates who have the same numerical scores where there are more than ten (10) candidates eligible for certification. This is done by using the applicant identification number of the candidate involved. The candidate with the highest last digit of their applicant identification number will be among those candidates certified on the selection certificate.
- (b) Omit the numerical scores of the ten (10) “*Highest Qualified*” candidates.

ORDER OF PRIORITY FOR TIEBREAKERS

If a position is being filled by hiring the highest scoring applicant directly without interviews or additional assessments and more than one candidate is tied for the highest score, the candidate shall be appointed based on the following order of priority:

1. Applicants claiming **residency preference**.
2. Applicants claiming veterans or foster care youth preference.
3. Time and date of application.

QUALIFY: 4. Forward the Top 10 Applicants to the Selection Official

Once all applicants’ qualifications have been reviewed and their applications have been scored, HR staff provides the selection official with the **top 10 candidates** for further consideration using [Attachment 8: Selection Certificate](#). This list must include any eligible priority placement candidates and approved leadership program applicants. The names of the applicants must be in order of priority and in alphabetical order.

ORDER OF REFERRAL FOR APPLICANTS WITH PRIORITY CONSIDERATIONS

- Qualified employees under the ARPP and DEP shall be referred first to the hiring official.
- For competitive, entry-level positions in the CS, qualified applicants under the Career Pathways Program shall be referred second to the hiring official.

Qualified applicants with the below preference/priority consideration may be referred at the same time with the appropriate acronym for the preference/program next to the applicant’s name on the selection certificate:

- Veterans preference (VP);
- Residency preference (RP);
- Foster Care Youth Preference (FRP); and
- Approved leadership programs (Certified Public Manager (CPM) and Capital City Fellows (CCF)).

PHASE 4: EVALUATE TOP CANDIDATES



EVALUATE: 1. Types of Evaluation Methods

The selecting official may choose to have the candidates evaluated by one of the following methods:

Score Validation by HR Representative

The HR representative validates the scores received on the employment applications by conducting a qualification evaluation (paper evaluation) to ensure that applicants meet the qualification requirements. The HR representative determines applicants' qualification score (minimum of 70), prepares the selection certificate, and forwards it to the selecting official.

Scoring by HR Representative and Ranking Panel

The HR representative reviews the employment applications received to identify the applicants who meet the minimum qualification requirements for the position. A **ranking panel** (subject-matter-experts at the grade of the position or above) evaluates the employment applications of the individuals deemed minimally qualified to determine their qualification score. No interviews are to be held during the ranking panel review.

After the ranking panel completes the evaluation:

- The HR representative compiles the scores, applies residency, foster care youth and veterans preferences as applicable; and
- Prepares the selection certificate and forwards the first top 10 applicants to the selecting official.

EVALUATE: 2. Perform Additional Assessments

Additional assessments may be used after the HR staff forwards the top 10 candidates to the selection official for appropriate action. Before evaluating candidates, the selection official must submit baseline interview questions and assessment tools, such as writing exercises, to the HR staff for clearance before they are used.

EVALUATE: 3. Conduct Interviews

Interview Panel Selection

The HR representative reviews all employment applications received to identify the applicants who meet the minimum qualification requirements for the position. The representative prepares the selection certificate with the names of the applicants who meet the minimum qualification requirements for the position.

If used, an **interview panel** is convened to interview the candidates on the list and make a selection. An interview panel shall have:

- Three (3) to five (5) individuals who have experience in or in-depth knowledge of the requirements of the position.
- At least fifty percent (50%) of the panel shall be District government employees.

- District government employees that sit on the panel can occupy positions of a lower grade than the position to be filled. However, such employees may not be more than one (1) grade lower, or its equivalent, than the position to be filled.
- At least two (2) alternate panelists must be identified in the event a panelist is unable to attend an interview.
- Interview panelists shall not be related by blood, domestic partnership, marriage, or have a personal relationship with any applicant considered for the position to be filled.

Each interview panelist must complete the D.C. Standard Form (DCSF) 62, Merit Promotion/Staffing Panel, Ranking Panel Member Profile and Pledge. The interview panel members shall ensure that the materials that they are handling and the information they review are not disclosed or discussed outside of the convening of the panel. HR staff shall serve as facilitators on all interview panels.

After the interview panel completes the interviews:

- A selection shall be made by majority vote (yes or no) of the panel;
- Interviews shall not be scored;
- Additional assessment tools, such as writing samples and examinations, may be considered within the context of the interview, but not for scoring purposes;
- Final selections must be submitted to the HR staff recruitment specialist within two (2) days of the date of the last interview or assessment and shall include a written justification for the selection; and
- Final selections shall not be authorized without interview notes or other rating criteria from non-interview assessments, whichever applies.

An agency head, or his or her designee, may interview a final selectee. Based on the interview, the selectee may be rejected. Whenever a final selectee is rejected, the agency head, or his or her designee, shall create a record establishing the specific business justification(s) for the rejection. In the event the final selectee is rejected, the selecting official may return to the existing register of applicants to make a new selection.

The interview panel can remain in place for up to one (1) year from the establishment of the panel.

INTERVIEW PANELS – DIVERSITY AND INCLUSION

HR representatives must guard against interviews that have the potential for overt and unintended bias. Like all aspects of the talent acquisition process, candidate interviews must be job related and designed to eliminate unlawful discrimination.

The hiring manager must select panelists based on their in-depth knowledge of the requirements of the job under consideration. We encourage diversity in the makeup of panels and potential panelists must not be precluded from participation based on any protected traits such as race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation.

Interview Set-Up and Conducting Interviews

When interviews are warranted, the selection official must make sure that ALL candidates on the selection certificate are invited to participate in an interview. For competitive entry-level positions in the CS, applicants on the selection certificate under the Career Pathways Program must be interviewed. The selection official or their designee should give candidates at least a 24-hour notice of the intent to interview and may be rescheduled as appropriate. When a face-to-face interview is not possible, alternate interview methods are acceptable (e.g., phone interview or video conference). The requirement to interview is satisfied when the selection official makes a reasonable effort to arrange interviews. All candidates shall be asked the same set of interview questions. **Documentation of such efforts must be provided to the HR staff and filed in the Merit Staffing Case File.**

EVALUATE: 4. Select an Applicant

Following an Interview

After all candidates have been interviewed and a final selection has been made, the selection certificate should be returned to HR staff within two days of the date of the last interview or assessment and shall include a written justification for the selection, as applicable.

Selections Without Interviews

When interviews are not used, assessment tools beyond the initial screening, such as writing samples or written examinations, shall be scored on a 100-point scale. Any preference points applied during the initial screening phase shall be reapplied to the new 100-point scale. The addition of preference points may result in a total score greater than 100. All assessment materials shall be placed in the Merit Staffing Case File.

Life of Selection Certificate

- The life of a selection certificate is 90 calendar days.
- Additional selections may be made from the selection certificate, provided that:
 - (a) Candidates were in the same category and eligible for consideration during the initial posting of the position;
 - (b) The positions are of the same grade, responsibilities, and qualifications; and
 - (c) The job requisition specified the number of positions covered by the requisition.
- No selection is to be made after 90 calendar days from the date of issuance of the selection certificate.

Priority Placement

The selection official must provide a written justification to DCHR for non-selection of any priority placement candidate before any other candidate is considered. Agencies must provide this justification to their DCHR HR Specialist.

EVALUATE: 5. Final Selection Requirements

An agency head, or their designee, may interview a final selectee. Based on the interview, the selectee may be rejected. Whenever a final selectee is rejected, the agency head, or their designee shall create a record establishing the specific

business justification(s) for the rejection and the selection official may return to the existing selection certificate of candidates to make a new selection.

Final selections must be submitted by the selection official to the HR staff within two business days of the date of the last interview or assessment. Selections are not authorized without interview notes and/or scoring sheets from non-interview assessments. Selection certificates are valid for only 90 days from the date of issuance. If a selection is not made within the 90-day period, the position must be cancelled or re-advertised. See [Attachment 2: Checklist for Submission of Competitive and Noncompetitive Actions](#) for a full list of what should be included in the final selection documents submitted to HRSA at DCHR.

PHASE 5: HIRE A CANDIDATE



HIRE: 1. Make a Conditional Job Offer

All draft job offers for subordinate agencies are approved by DCHR for consistency. Job offers are made conditionally contingent upon successful completion of any general or enhanced suitability screening required under Chapter 4. The appropriate HR representative arranges an entrance-on-duty date or a release date for the selectee as applicable. The job offer will be made by individuals sub-delegated with recruitment and selection personnel authority in consultation with the hiring official and releasing official. Selectees employed in the District government in the case of promotions must 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 entrance-on-duty dates are permitted when a mutual agreement is reached between the releasing and receiving offices.

Setting the salary for initial appointments, promotions, and other pay actions that do not involve superior qualifications or require a salary justification (i.e., initial appointments to the CS and ES for which the salary would be set beyond the representative rate (step 4) and MS salary beyond the midpoint of the grade), must be done in accordance with the provisions of Chapter 11 of the D.C. Personnel Regulations, Compensation. Submit requests for salaries beyond the representative rate and midpoint using the Hiring & Pay Exceptions Request Form (DCSF 11B-10) to DCHR for approval. Written justification requests for payment of hiring bonuses; and requests for payment of additional income allowances must be submitted to the Director of DCHR for consideration and approval.

HIRE: 2. Conduct Suitability Screenings

General Suitability

All applicants are required to go through a **general suitability screening**. Each agency conducts a general suitability screening that includes verification of the following:

- Past employment;
- Residency (if preference is claimed);
- Military service (if preference is claimed);
- Education (if required by the position or if used to substitute for experience in qualifying the individual for the position);
- License, certification, or training (if required by the position or if used in qualifying the individual for the position); and
- References.

Medical Requirements/Physical Exams

If applicable, selectees must meet minimal/general medical requirements as well as any physical or mental examination requirements set forth for their position. For specific information, [see § 2004 of Chapter 20B of the DPM](#). Information regarding physical requirements may also be found on the classified/certified position description for the job requisition.

Enhanced Suitability Screenings

Certain positions are subject to **enhanced suitability screenings** which may include a criminal background test, drug and alcohol test, and credit check. See [Chapter 4, Suitability, of the DPM](#) for more information.

HIRE: 3. Process Hiring Action

Using PeopleSoft, the authorized HR staff will partner with their DCHR HR Specialist, as appropriate, to process the PAR to hire the candidate into the vacant position. This will create an electronic record for the applicant. See [Attachment 9: Prepare for Hire in eRecruit](#). All related documentation shall be uploaded to the recruitment record, including:

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

ADDITIONAL RECRUITMENT CONSIDERATIONS

Time-In-Grade Requirements

Applicants seeking promotions in the CS are required to meet any **time-in-grade requirements** for the position being filled. Time-in-grade requirements prevent excessive, rapid promotions to protect competitive promotion and provide budgetary controls. Employees may advance no more than one grade interval after the following time-in-grade requirements:

- Grade 12 or above: after one year.
- Grades 6-11: after one year in a position either one or two grades lower.
- Grade 5 or below: no time-in-grade requirements.

Time-In-Grade Waivers

Time-in-grade requirements may be waived by the personnel authority based on the following:

- The employee's work experience, including prior work performed at or above the new grade;
- The employee's education, superior academic credentials, or superior academic achievements; and
- Internal equity.

Time-In-Grade Exception

The time-in-grade requirements shall not apply to employees occupying Wage Service positions.

Restrictions on Employee Movement

New employees appointed to either a CS Appointment (Probational) or ES Appointment (Probational) position must serve in this role for three months before they are eligible for a promotion or reassignment to a different line of work or another type of work. The only exception to this requirement is the reclassification of the occupied position.

Career Ladder Positions

The following requirements must be met each time a career ladder promotion is made:

- (a) The employee shall meet time-in-grade requirements for the next higher-grade position);
- (b) The employee shall meet the appropriate minimum qualification requirements, including selective factors;
- (c) The employee shall have demonstrated to the satisfaction of the supervisor the ability to perform at the next higher level; and
- (d) There shall be a demonstrated need for the higher-level work to be performed; and
- (e) Agency must have available funding for the position.

Recruitment Incentive Tools

Agencies can use the following recruitment incentive tools as a part of their recruitment strategies:

Pre-employment Travel and Relocation Expenses	An agency may pay travel expenses incurred incidental to pre-employment interviews, and relocation expenses for hard to fill positions with the approval of the personnel authority. Agencies must work with their budget officers to determine the amount and submit a memorandum to DCHR or their personnel authority that the position is hard-to-fill and request pre-employment travel and relocation expenses for the candidate. See § 1142 of Chapter 11B of the DPM.
Additional Income Allowance	An authorized amount or rate of additional compensation paid to an employee who occupies a position determined by the personnel authority to have a significant recruitment and retention problem. See § 1143 of Chapter 11B of the DPM.
Hiring Bonus	One-time supplemental payment provided to an individual newly hired by an agency to a position determined by the personnel authority to have a significant recruitment

and retention problem. See § 1143 of Chapter 11B of the DPM.

Agencies must obtain approval from the personnel authority prior to offering these recruitment incentives to candidates. A copy of these incentive forms (except pre-employment travel and relocation expenses) is available on DCHR Forms at <https://dchr.in.dc.gov/page/forms-3>.

GRIEVANCES, COMPLAINTS, AND APPEALS

Recruitment Complaints

Informal Discussion

Applicants with hiring complaints or inquiries should be encouraged to discuss the matter with the HR staff that handled their action. HR staff should provide the specific facts of the case, explaining:

- What controlling evaluation methods were used;
- How evaluation methods were applied; and
- If appropriate, what action will be taken to resolve the hiring complaint.

Discrimination Complaints

Complaints alleging unlawful discrimination are initiated and handled as prescribed within applicable human rights and Equal Employment Opportunity (EEO) regulations. For more information, please contact your agency's EEO Officer or the D.C. Office of Human Rights at (202) 727-4559 or visit their website at ohr.dc.gov.

Further, the Merit Staffing Case File and relevant personnel records required in the investigation of EEO complaints may be released to authorized EEO and/or OHR officials or other appropriate authorities upon presentation of a written request to DCHR specifying the information required.

Grievances and Appeals

Hiring decisions can be grieved or appealed. Grievable or appealable aspects include:

- Improper application of the procedures used to qualify applicants;
- Use of non-job-related selective placement factors;
- Use of non-job-related scoring factors; and
- An unsuitable finding for covered positions.

Upon the filing of a grievance or appeal, the grievance official may request copies of the Merit Staffing Case File and personnel records that have a bearing on the contested determination. Such documents are to be provided in accordance with the rules described in [DPM Chapter 31A, Records Management and Privacy of Records](#). Grievance complaints and/or appeals shall follow the procedures outlined in [DPM Chapter 4, Suitability](#); [DPM Chapter 16, Corrective and Adverse Actions; Enforced Leave; and Grievances, §§ 1626-1637](#); or the relevant collective bargaining agreement.

Note: Not all failures to be selected from a group of properly scored and certified candidates are grievable. For additional information on grievances, please refer to §§ 1626- 1637 of Chapter 16 of the D.C. personnel regulations, Corrective and Adverse Actions; Enforced Leave; and Grievances.

Violations of Applicant Rights and Corrections of Recruitment Errors

Actions correcting or 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 DCHR (or their designee). A violation 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 based on 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.

Note: An employee covered by a CBA should refer to the CBA to determine whether a merit staffing complaint will be processed through the negotiated grievance procedures or agency procedures.

DEFINITIONS

Area of consideration – the area in which applications will be accepted in a specific recruitment action.

Assessment tools – provide a quantifiable and objective selection process (e.g., cognitive ability tests, job knowledge test, or personality test).

Break in service – the period between separation and reemployment of three (3) or more days.

Career ladder – a permanent appointment with a sequential series of positions and grades, in the same line of work, with duties that increase in difficulty from the entrance level to the grade level classified as full performance.

Career Service – all positions, including part-time positions, of the District government that are not covered under the Educational Service, Excepted Service, Legal Service, Management Supervisory Service, or Executive Service.

Conversion – the changing of a temporary or term Career Service position to a permanent Career Service position.

Days – calendar days for all periods of more than 10 days and business days for all periods of 10 days or less.

Demotion – the permanent appointment of an employee from his or her current position to a new position at a lower equivalent grade or to a position with lesser promotional potential.

Detail – the temporary reassignment of an employee to another position at the same or equivalent grade.

Employee – an individual who performs a function of the District government and receives compensation for the performance of such services, excluding contractors and their employees or subcontractors.

Equivalent grade – when comparing two (2) salary schedules, two (2) grades on the respective schedules are equivalent when the midpoint salaries for both grades are plus or minus ten percent (+/- 10%).

Foster care – Twenty-four (24)-hour substitute care for children placed away from their parents or guardians for whom the Child and Family Services Agency has placement care and responsibility.

Manager – an employee vested with the authority to direct the work of an organization; held accountable for the success of specific line or staff functions; responsible for supervision of staff, monitoring and evaluating the process of an organization toward meeting goals; and making adjustments in objectives, work plans, schedules, and commitment of resources. A manager serves as a head or assistant head of a major organization or specialized project of marked difficulty, responsibility, or community significance.

Open competition – a hiring process that considers all applicants within an area of consideration for a given job.

Personnel authority – an individual or entity authorized by law to implement personnel rules and regulations for employees of an agency or group of agencies of the District of Columbia. For purposes of this Guide, the Mayor's personnel authority is delegated to the Director of D.C. Department of Human Resources.

Position change – a promotion, demotion, reassignment, or transfer.

Promotion – the change of an employee to a position at a higher equivalent grade or with additional promotional potential.

Qualified candidates – those who meet established qualification requirements for the position, including any selective factors.

Reassignment – the permanent change of an employee from one position to another without promotion or demotion under the same personnel authority.

Selective factors – knowledge, skills, or abilities essential for successful performance of a job, which are in addition to the basic qualification standard for a position.

Temporary appointment – a time-limited appointment as described in § 209.1

Temporary promotion – a time-limited promotion as defined in § 235.1

Term appointment – a time-limited appointment as described in § 209.2.

Transfer – movement of an employee from one personnel authority to another personnel authority at the same equivalent grade and with the same promotional potential.

ATTACHMENTS

[Attachment 1: Priority Consideration Selection Certificate Displaced Employee Program \(DEP\)](#)

[Attachment 2: Checklist for Submission of Competitive and Noncompetitive Actions](#)

[Attachment 3: Position Description \(PD\) Library](#)

[Attachment 4: Optional Form 8](#)

[Attachment 5: Job Posting Template](#)

[Attachment 6: Developing Question Sets in eRecruit](#)

[Attachment 7: Creating Job Openings in eRecruit](#)

[Attachment 8: Selection Certificate](#)

[Attachment 9: Prepare for Hire in eRecruit](#)