

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

This instruction should be filed  
behind the divider for Part III of DPM  
Chapter (s) 8, 9 and 38

**DPM Instruction No. 8-64, 9-32 & 38-20**

**SUBJECT:** Special Consideration for Advancement –  
Graduates of the District Government's  
*Certified Public Manager (CPM)*  
*Program* and *Capital City Fellows*

**Date:** October 15, 2008

**1. Purpose**

The purpose of this District Personnel Manual (DPM) instruction is to:

- a. Inform selecting officials and Human Resources (HR) Advisors in agencies under the personnel authority of the Mayor (subordinate agencies) of the circumstances under which graduates of the District government's *Certified Public Manager (CPM) Program* and *Capital City Fellows* may receive special consideration for advancement; and
- b. Define the parameters and criteria for the special consideration for advancement of these employees.

**2. Rationale for Special Consideration for Advancement**

Because of the importance of the *CPM* and *CCF Programs*, and given the financial investment made by the District government on the participants, a determination has been made to afford employees who participate in these *Programs* special consideration for advancement to positions with more responsibility and complexity attached to them that are commensurate with the enhanced skills and knowledge acquired after completion of these *Programs*.

- ✓ ***CPM Program*** – Nationally accredited certification program designed to enhance the skills of District government's managers and provide them with the tools to become more effective leaders. The *CPM Program* is administered by the D.C. Department of Human Resources (DCHR); with partnerships with The George Washington University, government, nonprofit, and private sector practitioners. The *CPM Program* consists of approximately 300 hours of graduate-level instruction.
- ✓ ***Capital City Fellows (CCF) Program*** – Two-year (2-year) program established to attract recent graduates of master's degree programs in *public administration, public policy, urban planning, and related fields*, to work for the District government.

---

*Note: DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]*

**Inquiries:** Workforce Development Administration, DCHR (202) 442-9700

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

### 3. Provisions for Referrals to Selecting Officials

#### **WHO:**

- Graduates of the *CPM Program*\*; and
- *Capital City Fellows*\* (preferably upon completion of the 2-year *CCF Program* but, at a minimum, after 1 year in the *Program*)

[\*Hereinafter collectively referred to as "*eligible employees*"]

#### **WHAT:**

- Each *eligible employee* shall be **INTERVIEWED** by the selecting official for the position, and afforded **SPECIAL CONSIDERATION FOR ADVANCEMENT**, for positions he or she **APPLIES** for at **GRADE LEVELS 12 AND ABOVE** (or equivalent)
- The special consideration for advancement is limited to positions recruited for through vacancy announcements (job requisitions) "*Open to the General Public*"

#### **HOW:**

- √ In order to be afforded special consideration as described in this instruction, an *eligible employee* SHALL:
  - Submit an application for the position
- √ In order to be **REFERRED** to a selecting official for consideration, an *eligible employee* SHALL:
  - Be among the highest categorical ranking of candidates for the position in question (the categorical rankings are: *Highly Qualified (HQ)*, *Well Qualified (WQ)*, or *Qualified (Q)*)

**Continuation:****HOW:**

√ The **ORDER OF REFERRAL** of *eligible employees* is as follows:

**I. Highest Ranked Candidates Claiming Residency Preference (RP) –**

In order to be referred with this group of candidates, the *eligible employee* must have been found to be among the highest ranked candidates + must have claimed residency preference

**II. Highest Ranked Candidates/No Residency Preference Claims –**

In order to be referred with this group of candidates, the *eligible employee* must have been found to be among the highest ranked candidates

√ A parenthetical with the applicable **DESIGNATION** from the options listed below shall be placed by the name of an *eligible employee* referred to a selecting official:

- RP/CPM;
- RP/CCF;
- NRP/CPM; or
- NRP/CCF

√ **PRIOR** to forwarding the certificate to the selecting official, the agency's Human Resources (HR) Advisor or other HR staff, as appropriate, will verify the employee's eligibility for the special consideration by checking his or her name against the list of *eligible employees* (see paragraph 6 below)

[\*The acronym "NRP" means "Non-Residency Preference"]

**5. Responsibility of Selecting Officials upon Referral of Eligible Employees**

- a. Upon receipt of a selection certificate with *eligible employees*, and as specified above, the selecting official shall afford the *eligible employee* due consideration for the position.

- b. When an *eligible employee* is interviewed and considered, but not selected, the selecting official shall prepare a written explanation for the non-selection. The written explanation shall be submitted to the Director, DCHR.

***[Note: the written explanation for non-selection is to be transmitted to the Associate Director, WDA, via the agency's HR Advisor.]***

## **6. List of Eligible Employees**

- a. The Associate Director, Workforce Development Administration, DCHR, will **post** the list of current eligible employees in the Intranet; and update the list as needed.
- b. The list may be accessed at [www.dcop.in.dc.gov](http://www.dcop.in.dc.gov)

## **7. Residency Requirements**

- a. As applicable, an *eligible employee* who is selected for a position shall comply with the residency requirements for the position.
- b. Except in the case of an *eligible employee* who claimed residency preference at the time of application, an *eligible employee* shall not be selected ahead of a candidate claiming residency preference.

## **8. Tracking of Eligible Employees Afforded Special Consideration**

- a. HR Advisors or other HR staff in subordinate agencies is responsible for ensuring that selecting officials in their agency are aware of the provisions of this instruction.
- b. HR Advisors or other HR staff in subordinate agencies are also responsible for **reporting** to the WDA Associate Director, in writing, **every \*six (6) months**, the names of all *eligible employees* who applied for positions during the six-month (6-month) period. At a minimum, the following information is to be reported by agency HR Advisors:
  - (1) Employee's name;
  - (2) *Program (CPM or CFF)*;
  - (3) Reference number (job requisition number), position title, series, and grade of the position the employee applied for;
  - (4) Final selection decision;
  - (5) If the employee is selected, the effective date of the personnel action; and

- (6) In cases of non-selection, a copy of the written explanation by the selecting official.

***[\*Note: the first (1<sup>st</sup>) Report is due six (6) months from the date of this instruction.]***

## **9. Effective Date**

The provisions in this instruction shall become effective immediately.

  
Brender L. Gregory  
Director