



DC Department of Human Resources (DCHR) – BE

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Central Purpose

- The DC Department of Human Resources (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.

Key Facts

- DCHR is currently working on District-wide initiatives that impact programs and processes such as Classification and Compensation Reform, revising the District Personnel Manual, and soliciting an RFP for employee health care providers.

Goals/Performance Measures

- Goal: Implement a Compensation and Classification System, inclusive of training and consultative services related to the new system
- Goal: Reengineer back pay/reinstatement and settlement processes
- Goal: Update the District Personnel Manual
- Goal: Define and launch a District Wide Workplace Wellness Program
- Goal: Lead the definition and implementation of the business process and stakeholder requirements and testing plan for the PeopleSoft Version 9.2 Upgrade
- Performance Measure: Number of employees completing workforce development training
- Performance Measure: Average number of days to fill vacancy from post to onboard
- Performance Measure: Percent of legal sufficiency reviews provided within 15 business days
- Performance Measure: Percent of desk audits performed within 30 days

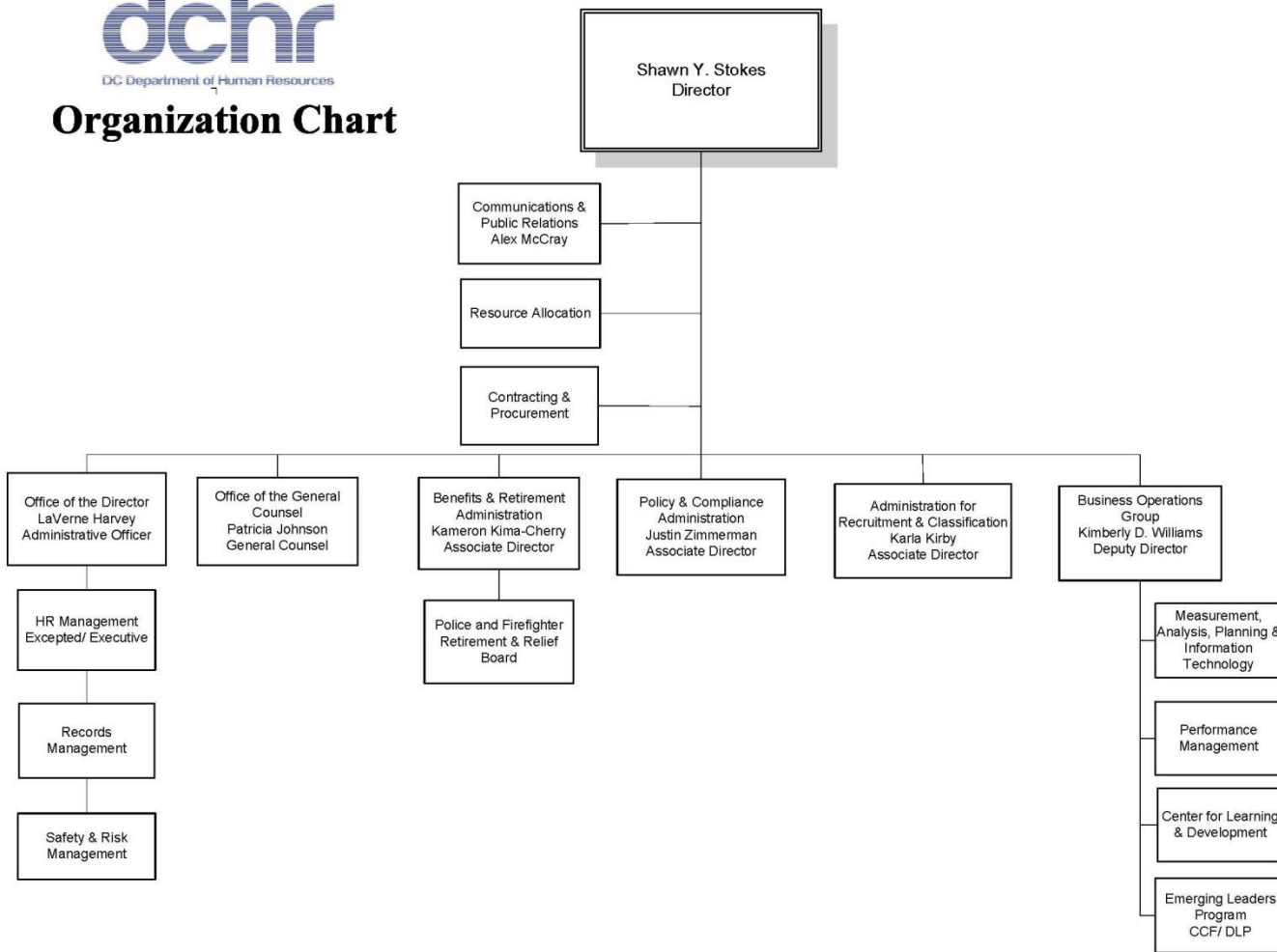
Programs/Services

- Classification and recruitment
- Personnel policy, regulations, and compliance
- Recruitment and staffing
- Strategic and financial restructuring through realignment assistance
- Employee benefits and compensation guidance
- Performance management
- Audit assessments
- Legal guidance on personnel matters
- Training and professional development

First Quarter CY2015 Hot Button Issue(s)

- DCHR will re-write District Personnel Manual Chapter 16 (General Discipline and Grievances), which will impact disciplinary processes in most agencies. Labor unions have taken an interest in the re-write.
- DCHR will revise District Personnel Manual Chapter 4 (Organization and Personnel Manual) to update the employee suitability regulations (background, traffic, credit, and drug checks). Labor unions have taken an interest in the re-write.
- DCHR will begin implementing the District's new Classification and Compensation system that replaces the old system. Concerns for implementation include funding and post-implementation technical support.
- DCHR will begin the Request for Proposal (RFP) process in January 2015 for employee health care programs. DCHR will seek a licensed health care insurance provider(s) to administer the fully insured health benefit plan(s). The current health benefit plan contracts will expire in 2016. Currently over 24,000 employees are enrolled in healthcare.

Organization Chart



Boards and Commissions relevant to the agency (if any)

Board Name	Name of Chairperson	No. of Members
Police and Firefighter Relief Board	Lois Hochhauser	7

Budget FY2015

Total Budget	\$ 13,026,852.85
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No. of Employees

Current No. of FTEs	113.30
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Union Representation

Union(s)	Union Representative	No. of Members
N/A		

Facility Location(s)

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
DCHR Main Office	441 4th Street NW, Suite 330 South	20001	2	(202) 442-9700

Key Projects/Initiatives

Project/Initiative Name	Brief Description	Delivery Date
Chapter 16 – DPM	Updating chapter 16 of the District Personnel Manual	2Q2015
Chapter 4 – DPM	Updating chapter 4 of the District Personnel Manual	3Q2015
Jobsience	Implementing a new applicant tracking system	1Q2015
Classification and Compensation Reform	Implementing a new classification and compensation system for the District government	Ongoing in 2015
Benefits and Retirement Services	Define and launch a District-wide Workplace Wellness Program; Research and determine feasibility of implementing an automated benefits process; Re-engineer the processes and systems used for retirement case management; Improve the retirement adjustments process	Ongoing in 2015
Certified Public Manager Black Belt Program	Increase the expertise in solving District-wide problems by incorporating Lean Six Sigma methodologies with the CPM program	2Q2015
District Leadership Program	Robust internship opportunity for matriculating undergraduates and graduate students	Ongoing in 2015
Executive Leadership Program	Designed to enhance and strengthen executive-level talent across the District, this program will provide a pipeline of cabinet-ready leaders	2Q2015
PeopleSoft 9.2 Upgrade	Provides an enhanced user experience and expands the capability of the PeopleSoft system	4Q2015

Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
N/A					

Important/Significant Dates

Event	Brief Description	Delivery Date
Open Enrollment Benefit Deductions	This will be the first time 2015 benefit premiums will be deducted from District Government employees' checks for benefit elections they made during the Open Enrollment period (Nov. 10 – Dec. 12, 2014)	January 2015
Key Projects/Initiatives	All dates reported under this section are important and significant dates	See Above

Key Contracts

Project Name	Vendor Name	Total Contract Value	Contract Term
Commuter Benefits	Automatic Data Processing, Inc.	\$ 108,000.00	10-2014 to 9-2015
Drug and Alcohol Testing Services	Automation Research Inc. DBA	\$125,000.00	10-2014 to 9-2015
Actuarial and Consulting Services	Cherion	\$ 30,500.00	10-2014 to 9-2015
Employee Assistance Program	Inova (former COPE Inc.)	\$241,000.00	6-2014 to 6-2015
Courier/Delivery Services	Federal Express	\$ 3,000.00	10-2014 to 9-2015
GRB Assist Maintenance	Government Retirement Benefits	\$ 12,000.00	10-2014 to 9-2015
Court Reporting Services	Hunt Reporting	\$ 40,000.00	10-2014 to 9-2015
Flexible Spending Account – Health and Dependent Care	Payflex Systems USA	\$170,260.00	10-2014 to 9-2015
Executive Recruitment and Vetting Services	Poli-hire Strategy, LLC	\$100,000.00	10-2014 to 9-2015
Shredding Services	Shred-It	\$ 6,000.00	10-2014 to 9-2015
Canon/Xerox	Copier Lease/Maintenance	\$165,000.00	10-2014 to 9-2015
Training and HR Consulting Services	Tai Pedro and Associates	\$185,000.00	10-2014 to 9-2015
Certified Public Manager Program	George Washington University	\$187,260.00	10-2014 to 9-2015
Talent Technology	PeopleSoft Resume Mirror Extraction Software	\$ 76,000.00	10-2014 to 9-2015
MindLeaders	Online Training Program	\$155,000.00	11-2014 to 11-2015

Key Agreement(s) / Memorandum(s) of Understanding

Project Name	Brief Description	Agreement Term
MOU for Legal Services	MOU with OAG for legal services	10 – 2014 to 09 – 2015
MOU for Financial Services	MOU with OCF0 for financial services	10 – 2014 to 09 – 2015

Project Name	Brief Description	Agreement Term
MOU for background check Services (three)	MOU's with MPD for criminal background checks and medical services	10 – 2014 to 09 – 2015
MOU for HR support services	MOU with DCRA for HR support services	10 – 2014 to 09 – 2015
MOU for HR support services	MOU with DHBX for HR support services	10 – 2014 to 09 – 2015
MOU for HR support services	MOU with OCFO to support 457(B) & 401K programs	10 – 2014 to 09 – 2015

Grant(s) Awarded (or Pending Award) to Agency

Grant Name	Name of Grantor	Total Grant Amount	Current Grant Balance	Grant Expiration
N/A				

Active Litigation(s)

Project Name	Brief Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Consent Decree(s)

Project Name	Brief Description	Agreement Term
N/A		