

D.C. Office of Personnel

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Description	FY 2004 Actual	FY 2005 Approved	FY 2006 Proposed	% Change from FY 2005
Operating Budget	\$11,020,350*	\$14,055,785	\$13,544,378	-3.6
FTEs	134.5	141.1	137.2	-2.8

*The FY 2004 figure does not include \$601,914 for retiree benefits, which is outside of the District's General Fund.

The mission of the D.C. Office of Personnel (DCOP) is to provide comprehensive human resource management services to client agencies so that they can strengthen individual and organizational performance and enable the government to attract, develop, and retain a highly qualified, diverse workforce.

DCOP was created by Mayor's Order 79-84, "Establishment of an Office of Personnel and to Provide for the Transfer of Personnel Program Functions and Resources in Accordance with D.C. Law 2-139 (District of Columbia Merit Personnel Act of 1978)," and by legislation now codified as D.C. Code Section 1-604.2.

Through the personnel authority delegated to the Mayor, DCOP develops proposed legislation, rules, and regulations governing the personnel management functions for the career, excepted, executive, legal, and management supervisory services classifications of employees in the agencies under the authority of the Mayor.

DCOP advises and assists the Mayor, City Administrator, Deputy Mayors and agency directors on all matters relating to employees, personnel management programs, and policies. The agency also manages the Human Resources Development Fund (see agency HD0), which finances the Center for Workforce Development, and the D.C. Office of Personnel Trust Fund (see

agency UV0), which finances benefits for post-1987 retirees.

The agency plans to fulfill its mission by achieving the following strategic result goals:

Attract, select and retain top quality employees:

- Build a competitive benefits structure
 - FY 2006: 85 percent of health benefit terminations completed within 45 days.
- Continue to streamline and improve compensation and classification structure and processes.
 - FY 2006: 50 percent of current pay schedules under the authority of the Mayor will be reduced.

Consistently support high quality performance:

- Improve utilization of performance evaluation systems and reward mechanisms.
 - FY 2006: 80 percent of employees covered under the Performance Management Program will have a performance plan in place by October 31.

Funding by Source

Tables BE0-1 and 2 show the sources of funding and FTEs by fund type for the D.C. Office of Personnel.

Table BE0-1

FY 2006 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change From FY 2005	Percent Change
General Fund						
Local Fund	8,230	8,340	11,649	10,407	-1,242	-10.7
Special Purpose Revenue Funds	218	195	503	543	40	8.0
Total for General Fund	8,448	8,534	12,152	10,950	-1,202	-9.9
Intra-District Funds	2,266	2,486	1,904	2,594	690	36.3
Total for Intra-District Funds	2,266	2,486	1,904	2,594	690	36.3
Gross Funds	10,714	11,020	14,056	13,544	-511	-3.6

Table BE0-2

FY 2006 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
General Fund						
Local Fund	92	106	117	107	-10	-8.7
Special Purpose Revenue Funds	0	3	6	6	0	0.6
Total for General Fund	92	109	123	113	-10	-8.3
Intra-District Funds						
Intra-District Funds	28	25	18	24	6	35.0
Total for Intra-District Funds	28	25	18	24	6	35.0
Total Proposed FTEs	120	134	141	137	-4	-2.8

- FY 2006: 80 percent of employees will have a performance evaluation completed on time.
- Increase knowledge and enhance skills of D.C. government employees through training classes offered by the Center for Workforce Development.
- FY 2006: 80 percent of employees indicate training helped them gain knowledge or apply new skills in performing their jobs.

Gross Funds

The proposed Gross Funds budget is \$13,544,378, representing a decrease of \$511,407 or 3.6 percent from the FY 2005 approved budget of \$14,055,785. There are 137.2 FTEs for the agency, a decrease of 3.9 FTEs, or 2.8 percent, from the FY 2005 approved budget level.

Expenditure by Comptroller Source Group

Table BE0-3 shows the FY 2006 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table BE0-3

FY 2006 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Comptroller Source Group	Actual FY 2003	Actual FY 2004	Approved FY 2005	Proposed FY 2006	Change from FY 2005	Percent Change
11 Regular Pay - Cont Full Time	6,446	6,058	6,599	6,501	-97	-1.5
12 Regular Pay - Other	53	482	714	1,066	352	49.2
13 Additional Gross Pay	219	218	100	101	1	1.0
14 Fringe Benefits - Curr Personnel	1,013	1,153	1,263	1,226	-37	-2.9
15 Overtime Pay	9	46	7	7	0	0.2
Subtotal Personal Services (PS)	7,740	7,956	8,683	8,901	219	2.5
20 Supplies and Materials	112	92	102	103	1	0.7
30 Energy, Comm. and Bldg Rentals	150	142	148	128	-21	-14.0
31 Telephone, Telegraph, Telegram, Etc	111	115	156	127	-29	-18.5
32 Rentals - Land and Structures	69	84	0	0	0	0.0
33 Janitorial Services	85	71	90	90	0	0.0
34 Security Services	154	121	105	126	21	19.5
35 Occupancy Fixed Costs	0	0	169	233	63	37.4
40 Other Services and Charges	270	291	622	585	-37	-5.9
41 Contractual Services - Other	1,594	1,682	3,819	3,176	-643	-16.8
70 Equipment & Equipment Rental	429	467	160	74	-85	-53.4
Subtotal Nonpersonal Services (NPS)	2,974	3,065	5,373	4,643	-730	-13.6
Total Proposed Operating Budget	10,714	11,020	14,056	13,544	-511	-3.6

General Funds

Local Funds. The proposed budget is \$10,407,322, representing a decrease of \$1,241,930 or 10.7 percent from the FY 2005 approved budget of \$11,649,252. There are 107.1 FTEs for this fund type, a decrease of 10.2 FTEs from the FY 2005 approved level.

Special Purpose Revenue Funds. The proposed budget is \$542,858, representing an increase of \$40,318 or 8 percent from the FY 2005 approved budget of \$502,540. There are 5.8 FTEs for this fund type, an increase of 0.03 FTEs from the FY 2005 approved level. Sources of

funding include the defined benefits retirement program (\$370,389 and 4.2 FTEs, an increase of \$6,614 and no change in FTEs from the FY 2005 approved level) and reimbursables from other governments (\$172,469 and 1.6 FTEs, an increase of \$33,704 and 0.1 FTE from the FY 2005 approved level), both of which are used to partially fund the Police/Fire Retirement and Relief Board.

Intra-District Funds

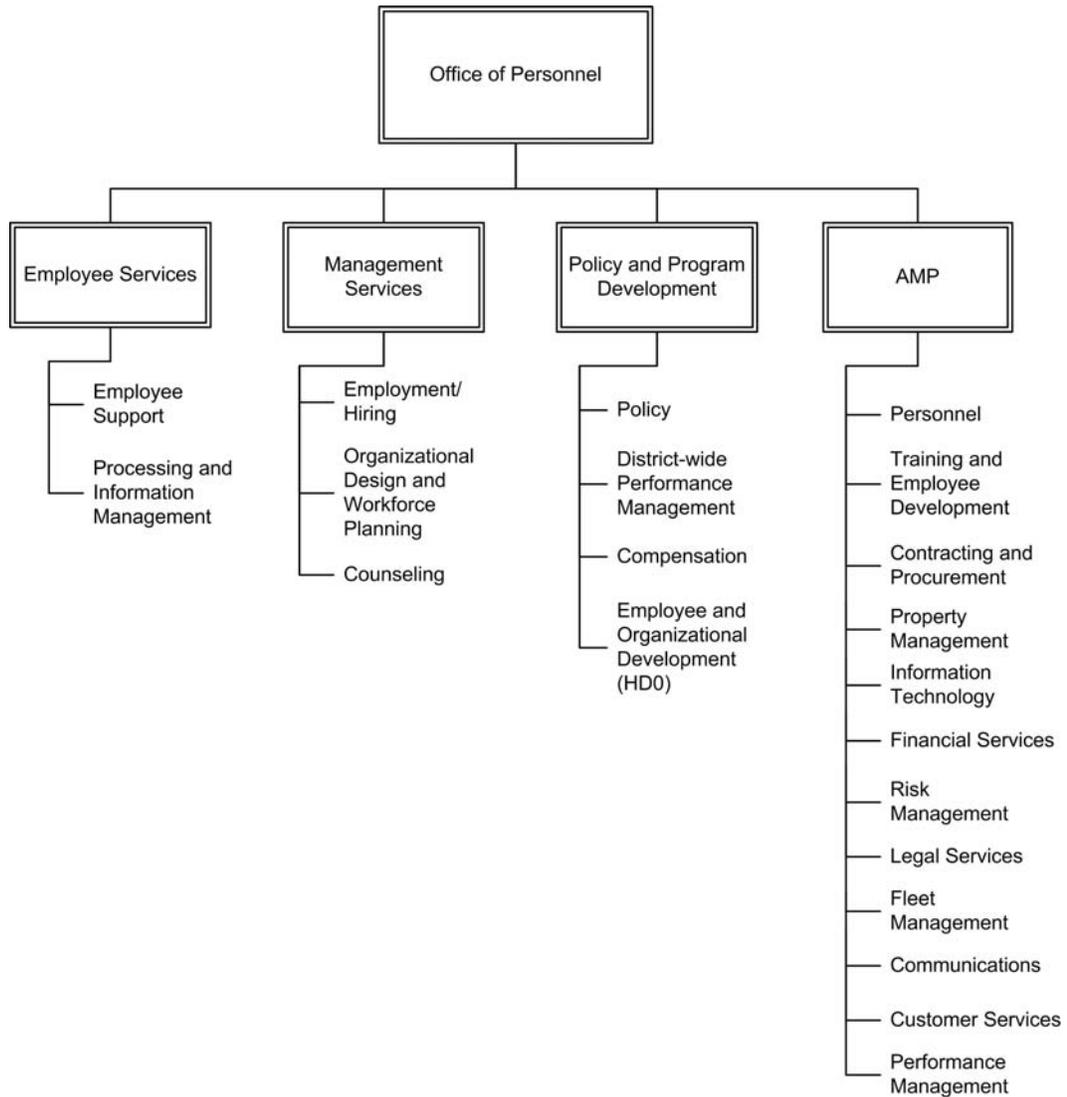
The proposed budget is \$2,594,198, representing an increase of \$690,205 or 36.3 percent from the FY 2005 approved budget of \$1,903,993.

Expenditure by Program

This funding is budgeted by program and the D.C. Office of Personnel has the following program structure.

Figure BE0-1

D.C. Office of Personnel



There are 24.3 FTEs for this fund type, an increase of 6.3 FTEs from the FY 2005 approved level. Sources of funding include the health benefits assessment fee (\$1,809,590 and 14 FTEs, an increase of \$379,732 and 1 FTE from the FY 2005 approved level) and intra-agency agreements for mass transit benefits, human resources services, and performance management services

(\$784,608 and 10.3 FTEs, an increase of \$310,473 and 5.3 FTEs from the FY 2005 approved level).

Programs

The D.C. Office of Personnel is committed to the following programs:

Policy and Program Development

	FY 2005	FY 2006
Budget	\$2,915,094	\$2,392,370
FTEs	17.1	15.2

Program Description

The **Policy and Program Development** provides advice, guidance, counseling, assistance and information to current and prospective District employees so that they can receive timely and accurate human resource (HR) information and easy access to HR services. The program aims to help District organizations operate more productively by attracting, developing, and retaining employees who perform at a high quality level.

This program's services are provided through the following two activities:

- **Policy** - provides policy development and consultation services to DCOP staff and agency managers so that they can gain accurate information on human resource policies and get answers to their questions in a timely manner.
- **Performance Management** - provides performance management guidance and assistance services to District agency managers so that they can recognize, reward and hold their employees accountable for meeting performance goals and objectives.
- **Compensation** - provides pay scales, compensation strategies, classification strategies and consultations, and retirement disability (police, fire, Secret Service, and Park Police) claim adjudication interpretations to District agencies so that they can operate more productively.

Program Budget Summary

The program has a Gross funds budget of \$2,392,370, a decrease of \$522,724 or 17.9 percent from the FY 2005 approved budget of \$2,915,094. The Local funds decrease of \$361,457 is from increased personal services

costs from step increases and the FY 2005 nonunion pay increase, the elimination of the Local fund portion of the performance management activity, a \$300,000 reduction for a one-time police/fire compensation study provided in FY 2005, and a \$511,182 redirection from the Employee Services program for personnel regulation reform. A net decrease of 1.25 FTEs in Local funds is from a 3.25 FTE decrease in the Performance Management activity offset by a 2 FTE increase for new compensation positions. The Special Purpose Revenue funds increase of \$47,318 mainly covers increased personal services costs from step increases and the FY 2005 nonunion pay increase. The Intra-District funds decrease of \$208,585 is primarily from increased personal services costs from step increases and the FY 2005 nonunion pay increase and a reduction from one-time development costs of a human resources instruction program. A decrease of 0.70 FTE in Intra-District is from the elimination of an inter-agency performance management contract with MPD.

Key Result Measures

Program 1: Policy and Program Development

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Jo Ellen Gray, Associate Director, Policy and Program Development

Supervisor(s): Lisa Marin, Director

Measure 1.1: Percent of on-time policy consultations

	Fiscal Year			
	2004	2005	2006	2007
Target	75	80	86	86
Actual	97.5	-	-	-

Measure 1.2: Percent of PMP employees with a Performance Plan in place on time

	Fiscal Year			
	2004	2005	2006	2007
Target	90	90	90	90
Actual	89	-	-	-

Measure 1.3: Percent of eligible employees with a performance evaluation completed on time

	Fiscal Year			
	2004	2005	2006	2007
Target	85	85	85	85
Actual	95	-	-	-

Measure 1.4: Percent of health benefit terminations completed within 45 days of termination

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	N/A	85	85
Actual	N/A	-	-	-

Note: New Key Result Measure in FY 2006.

Measure 1.5: Percent of employees indicating training helped them gain knowledge or skills to perform their jobs

	Fiscal Year			
	2004	2005	2006	2007
Target	75	80	80	80
Actual	84.4	-	-	-

Management Services

	FY 2005	FY 2006
Budget	\$3,915,289	\$4,170,671
FTEs	45.0	48.0

Program Description

The Management Services program provides services and advice to agencies and management in the areas of workforce planning, recruitment, selection, classification, organization design/realignment, employee discipline, and performance advice and counseling so that District agencies and managers can operate more productively by attracting and retaining qualified employees who perform at a high level of efficiency. This program's services are provided through the following three activities:

- **Employment/Hiring** - provides recruitment plans, certified position descriptions, applicant screenings, reference checks, job offers, job announcements, commitment dates, recruitment events, non-competitive decisions, and direct hires to client agencies so that they can make timely hiring and placement decisions.

- **Organizational Design and Workforce Planning** - provides classified position descriptions, organization design guidance, desk audit findings, consultations/advice, workforce plan database reports, position description instructions, evaluation statements, and reduction in force planning/consultations to agency managers so that they can implement organization structures and plan for vacancies to meet their management objectives.
- **Counseling** - provides consulting, research, and analysis services to management and human resource advisors so that they can make well-informed decisions regarding workplace issues.

Program Budget Summary

The program has a Gross funds budget of \$4,170,671, an increase of \$255,382 or 6.5 percent from the FY 2005 approved budget of \$3,915,289. The Local funds decrease of \$78,472 is primarily from increased personal services costs from step increases and the FY 2005 nonunion pay increase, offset by decreases of three positions. The Intra-District funds increase of \$333,854 is primarily from an additional intra-agency agreement with the District Department of Transportation (DDOT) to supply six positions for additional human resource services to DDOT.

Key Result Measures

Program 2: Management Services

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Mary Montgomery, Deputy Director, Management and Employment Services

Supervisor(s): Lisa Marin, Director

Measure 2.1: Percent of personnel transfers completed within 45 days

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	100	100	100
Actual	N/A	-	-	-

Note: New Key Result Measure in FY 2005.

Measure 2.2: Percent of personnel termination actions completed in 30 days

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	100	100	100
Actual	N/A	-	-	-

Note: New Key Result Measure in FY 2005.

Measure 2.3: Percent of personnel promotion actions completed within 30 days

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	100	100	100
Actual	N/A	-	-	-

Measure 2.4: Percent of HR Council/Advisor meeting attendance

	Fiscal Year			
	2004	2005	2006	2007
Target	100	100	100	100
Actual	100	-	-	-

Measure 2.5: Percent of personnel recruitments completed within 45 days

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	100	100	100
Actual	N/A	-	-	-

Note: New Key Result Measure in FY 2005.

Employee Services

	FY 2005	FY 2006
Budget	\$3,559,371	\$3,388,024
FTEs	50.0	45.0

Program Description

The **Employee Services** provides advice, guidance, counseling, assistance and information to current and prospective District employees so that they can receive timely and accurate human resource (HR) information and easy access to HR services. The program aims to help District organizations operate more productively by attracting, developing, and retaining employees who perform at a high quality level. This program's services are provided through the following two activities:

- **Employee Support** - provides counseling sessions; customer inquiry responses; health,

optical, and dental benefit plan consultations; retirement plan consultations; benefits calculations; benefit eligibility determinations; compliant/suggestion responses; benefits presentations and information; HR policy information; employment verifications; and retirement plans to current and prospective District employees so that they can receive timely and accurate knowledge about HR issues and easy access to HR services.

- **Processing and Information Management** - provides statistical analyses, marketing materials, notifications, surveys, data reports, benefits enrollment confirmation, personnel action processing, and employee record archives to agencies so that they can have timely, accurate and up-to-date information for making well-informed human resource decisions.

Program Budget Summary

The program has a Gross funds budget of \$3,388,024, a decrease of \$171,347 or 4.8 percent from the FY 2005 approved budget of \$3,559,371. This decrease is primarily due to an internal realignment of staff, which resulted in the elimination of five positions. The Local funds decrease of \$744,283 covers the increased personal services costs from step increases and the FY 2005 nonunion pay increase, offset by a decrease of five positions and the transfer of one position and \$475,000 in benefit contracts to Intra-District funds (health benefit assessment fees). The Intra-District funds increase of \$572,936 covers increased personal services costs from step increases and the FY 2005 nonunion pay increase, plus the transfer of one position and \$475,000 in benefit contracts from Local funds.

Key Result Measures

Program 3: Employee Services

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Mary Montgomery, Deputy Director, Management and Employment Services

Supervisor(s): Lisa Marin, Director

Measure 3.1: Percent of client agencies satisfied with DCOP Management and Employee Services

	Fiscal Year			
	2004	2005	2006	2007
Target	75	85	85	85
Actual	100	-	-	-

Measure 3.2: Percent of surveyed employees satisfied with DCOP Management and Employee Services

	Fiscal Year			
	2004	2005	2006	2007
Target	75	85	85	85
Actual	N/A	-	-	-

Note: The survey was not implemented in FY2004 and there is no data for this measure (12/20/04). MESA will disseminate this survey to client agencies and customers beginning the week of 1/17/05. The results from the survey should be available around (3/15/05).

Agency Management

	FY 2005	FY 2006
Budget	\$3,666,031	\$3,593,313
FTEs	29.0	29.0

Program Description

The **Agency Management** program provides operational support to the agency so that they have the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

The program has a Gross funds budget of \$3,593,313, a decrease of \$72,718 or 2.0 percent from the FY 2005 approved budget of \$3,666,031. The Local funds decrease of \$57,718 is from increased personal services costs from step increases and the FY 2005 nonunion pay increase, offset by reductions in information technology seat management and equipment costs. The Special Purpose Revenue funds decrease of \$7,000 is from a reduction in employee development. The Intra-District funds decrease of \$8,000 is for postage associated with the District's health benefits program.

Key Result Measures

Program 4: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Rosalind Inge, Deputy Director

Supervisor(s): Lisa Marin, Director

Measure 4.1: Percent variance of estimate to actual expenditure (over/under)

	Fiscal Year			
	2004	2005	2006	2007
Target	5	5	5	5
Actual	N/A	-	-	-

Note: Agency performance on this measure cannot be reported until after the completion of the CAFR in early February 2005. Final results for this measure will be updated in the FY2006 Operating Budget and Financial Plan, due to be submitted to Council in late March 2005.

Measure 4.2: Cost of Risk

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	N/A	N/A	N/A
Actual	N/A	-	-	-

Note: Agencies established baselines for Cost of Risk in cooperation with the Office of Risk Management during FY2004. The final baseline figures and FY2005 targets will be published in the FY2006 Operating Budget and Financial Plan, due to be submitted to Council in late March 2005.

Measure 4.3: Percent of the Mayor's Customer Service Standards Met

	Fiscal Year			
	2004	2005	2006	2007
Target	N/A	63	63	63
Actual	N/A	-	-	-

Measure 4.4: Percent of Key Result Measures achieved

	Fiscal Year			
	2004	2005	2006	2007
Target	70	70	70	70
Actual	84.62	-	-	-

For more detailed information regarding the proposed funding for the activities within this agency's programs, please see schedule 30-PBB in the FY 2006 Operating Appendices volume.