

TESTIMONY OF CHARLES J. WILLOUGHBY, INSPECTOR GENERAL

**BEFORE THE
COUNCIL OF THE DISTRICT OF COLUMBIA
COMMITTEE ON GOVERNMENT OPERATIONS AND
THE ENVIRONMENT**

**PUBLIC OVERSIGHT ROUNDTABLE ON THE
EXECUTIVE'S PERSONNEL PRACTICES**

MARCH 28, 2011

GOOD MORNING CHAIRPERSON CHEH AND MEMBERS OF THE COMMITTEE. I AM CHARLES J. WILLOUGHBY, INSPECTOR GENERAL FOR THE DISTRICT OF COLUMBIA, AND I AM PLEASED TO TESTIFY AT THIS PUBLIC ROUNDTABLE AND PRESENT AN OVERVIEW OF THE OFFICE OF THE INSPECTOR GENERAL'S HIRING PRACTICES FOR EXCEPTED SERVICE POSITIONS.

THE OFFICE OF THE INSPECTOR GENERAL (OIG) CURRENTLY HAS FIFTEEN (15) FULL-TIME EXCEPTED SERVICE POSITIONS. THE OIG SHARES ITS DELEGATION OF PERSONNEL AUTHORITY WITH THE D.C. DEPARTMENT OF HUMAN RESOURCES (DCHR), AND DCHR IS ULTIMATELY RESPONSIBLE FOR HIRING ALL EXCEPTED SERVICE EMPLOYEES WITHIN THE OIG. IN THIS SHARED ARRANGEMENT, THE OIG ASSISTS DCHR IN THE PROCESS BY UTILIZING THE FOLLOWING PRACTICES AND/OR PROCEDURES WITH RESPECT TO HIRING EXCEPTED SERVICE EMPLOYEES:

1. ALTHOUGH D.C. PERSONNEL REGULATIONS DO NOT REQUIRE THAT EXCEPTED SERVICE POSITIONS BE COMPETED AND ALLOWS FOR THE DIRECT SELECTION OF AN EXCEPTED SERVICE EMPLOYEE BY THE AGENCY HEAD, THE OIG RECRUITS QUALIFIED EXCEPTED SERVICE EMPLOYEES BY ADVERTISING THROUGH WORD-OF-MOUTH, ON THE DCHR WEBSITE AND/OR IN THE *WASHINGTON POST*. GENERALLY, RESUMES ARE INITIALLY SUBMITTED VIA E-MAIL, FAX, OR UNITED STATES MAIL SERVICE EITHER TO THE ADMINISTRATIVE OFFICER FOR THE OIG, WHO ALSO SERVES AS THE HUMAN RESOURCE ADVISOR FOR THE AGENCY, OR OTHER APPROPRIATE OIG OFFICIAL. THE ADMINISTRATIVE OFFICER IS RESPONSIBLE FOR, AMONG OTHER THINGS, PROCESSING THE REQUISITE EMPLOYMENT-RELATED DOCUMENTS OR MATERIALS AS SPECIFIED HEREIN.

2. WHEN THE ANNOUNCEMENT PERIOD CLOSES, THE ADMINISTRATIVE OFFICER COMPILES A LISTING OF ALL APPLICANTS AND FORWARDS THE LIST, ALONG WITH THE RESUMES, TO THE INSPECTOR GENERAL, DEPUTY INSPECTOR GENERAL, OR THE ASSISTANT INSPECTOR GENERAL, DEPENDING ON THE POSITION AND ITS LEVEL. IN THOSE INSTANCES WHERE THERE IS NO FORMAL VACANCY ANNOUNCEMENT AND I DIRECTLY SELECT THE EXCEPTED SERVICE EMPLOYEE, THE REQUISITE APPLICATION MATERIALS/DOCUMENTS ARE SUBMITTED TO THE ADMINISTRATIVE OFFICER FOR PROCESSING.

3. ALL APPLICANTS ARE INTERVIEWED. INTERVIEWS ARE CONDUCTED EITHER BY PANELS OR ONE-ON-ONE. WHILE PANEL MEMBERS MAKE RECOMMENDATIONS WITH RESPECT TO THE SELECTEE, ALL HIRES MUST BE APPROVED BY MYSELF OR MY DESIGNEE. ONCE THAT APPROVAL IS GIVEN, THE APPLICANT'S NAME AND REQUISITE EMPLOYMENT MATERIALS/DOCUMENTS ARE FORWARDED TO THE ADMINISTRATIVE OFFICER FOR PROCESSING. BEFORE A FORMAL OFFER IS EXTENDED, THE SELECTEE MUST PROVIDE THREE REFERENCES, WHICH THE OIG CONTACTS. ADDITIONALLY, THE NAME OF EVERY APPLICANT SELECTED FOR HIRE IS PROCESSED THROUGH THE NATIONAL CRIMINAL INFORMATION CENTER (NCIC), A LAW ENFORCEMENT DATABASE WHICH PROVIDES ANY CRIMINAL HISTORY. THE RESULTS OF THE NCIC CHECK MAY AFFECT THE OIG'S HIRING DECISION. FINALLY, BASED ON THE APPLICANT'S EXPERIENCE, QUALIFICATIONS, AND SALARY HISTORY, THE OIG SELECTS A REASONABLE SALARY WITHIN THE RANGE DESIGNATED ON THE EXCEPTED SERVICE SALARY SCHEDULE ESTABLISHED BY DCHR.

4. THE SELECTED APPLICANT'S RESUME, REFERENCES, AND SALARY ARE THEN TRANSMITTED TO THE ADMINISTRATIVE OFFICER, WHO IN TURN REQUESTS A D.C. EMPLOYMENT APPLICATION (DC FORM 2000) FROM THE APPLICANT. WHEN THE DC FORM 2000 IS RECEIVED, THE ADMINISTRATIVE OFFICER COMPLETES A SF FORM 52 (REQUEST FOR

PERSONNEL ACTION), WHICH I SIGN AS THE AGENCY HEAD, AND THE COMPLETED PACKAGE, WHICH INCLUDES PERTINENT EMPLOYMENT RELATED MATERIALS, IS THEN FORWARDED TO DCHR FOR FURTHER PROCESSING.

5. AT THIS POINT, DCHR ISSUES THE OFFICIAL EMPLOYMENT OFFER LETTER TO THE APPLICANT AND PERFORMS ANY OTHER BACKGROUND CHECK REQUIRED RELATING TO HIRING EXCEPTED SERVICE PERSONNEL.

THIS CONCLUDES MY TESTIMONY, AND I WILL BE HAPPY TO ANSWER ANY QUESTIONS THAT YOU MAY HAVE.