


GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2009-2

June 10, 2009

TO: All Subordinate Executive Branch Agency Heads

ORIGINATOR: Neil Albert, City Administrator 

SUBJECT: Implementation of Hiring Controls

Pursuant to the authority vested in the Mayor of the District of Columbia by section 422(2) of the Home Rule Act of 1973, as amended, Pub. L. No. 93-198; 87 Stat. 790; D.C. Official Code § 1-204.22, (2008), and delegated to the City Administrator by Mayor's Order 1988-16, effective January 30, 1988, this Memorandum establishes the policy for instituting hiring controls in executive agencies under the Mayor's personnel authority.

I. Policy

Subordinate executive branch agencies must obtain approval from the Office of the City Administrator (OCA) before posting a job announcement to fill a vacant position or issuing an offer letter. OCA will approve requests to fill only those positions deemed to be critical. Subordinate agencies with delegated hiring authority must enter a job requisition in PeopleSoft prior to posting a job announcement.

II. Procedure

Agencies are encouraged to discuss personnel plans with their OCA analyst prior to submission of any request. Agencies seeking OCA approval shall submit a request through the online Hiring Control application. Through the application, OCA will notify the agency and the appropriate personnel authority of the disposition of the request.

III. Applicability

- A. This Memorandum shall apply to all subordinate executive branch agencies of the District.
- B. This Memorandum shall not apply to any pending hiring action for which an offer letter has been issued prior to the effective date of this Memorandum.

IV. **Effective Date:** This Memorandum shall take effect *nunc pro tunc* June 8, 2009.

Agencies with questions regarding the effect or implementation of this Memorandum should contact their OCA Analyst at (202) 478-9200.

Attachment to be emailed: Memorandum on Hiring Control Guidance