

Human Resources- Employee Onboard Time	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel-related matters, contracts, drafting of statues and regulations, real estate transactions, and compliance with FOIA. (1 Activity)			
PERFORMANCE MANAGEMENT	Advises Mayor, Deputy Mayors and Agency Directors		Daily Service
2 - Hire and retain a highly qualified workforce of attorney and legal support staff. (2 Activities)			
PERFORMANCE MANAGEMENT	Review hiring, promotion, and disciplinary matter for all agency attorneys		Daily Service
PERFORMANCE MANAGEMENT	Coordinate monthly legal training for all agency attorneys in order for them to meet legal training requirements		Daily Service
3 - Identify and foster relationships with other governmental agencies to promote opportunities to solve intergovernmental issues to the city's advantage. (1 Activity)			
PERFORMANCE MANAGEMENT	Provide advice and assistance to agencies on a range of issues that arise throughout the year		Daily Service
4 - Adjudicate FOIA appeals brought against District agencies. (1 Activity)			
PERFORMANCE MANAGEMENT	FOIA adjudication		Daily Service
5 - Advise agency staff on FOIA compliance, including facilitating FOIA training, scheduling FOIAexpress training, and resolving other public records issues. (1 Activity)			
PERFORMANCE MANAGEMENT	Provide advice and training on FOIA compliance		Daily Service
6 - Create and maintain a highly efficient, transparent and responsive District government.** (1 Activity)			
PERFORMANCE MANAGEMENT	Agency Management		Daily Service

2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual
2 - Review hiring, promotion, and disciplinary matter for all agency attorneys (1 Measure)								
# of hiring and promotions packages reviewed by MOLC	<input type="checkbox"/>		# of hiring and promotions packages reviewed	packages reviewed	Annually	Not available	Not available	

2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
PERFORMANCE MANAGEMENT (12 Strategic initiative-operation links)		
Collaborate with DCHR on processes and procedures in agency counsel matters.	MOLC will work with DCHR to coordinate meetings with their Human Resources Agency Specialists to update them on new process, procedures, and announcements that concern their respective agencies.	09-30-2017

Revise sections of Chapter 36 - Personnel Regulations Legal Service Act	MOLC is currently working with the General Counsel at DCHR and Director Gibson on updating sections of Chapter 36 that need to be updated post the bifurcation.	09-30-2017
Hiring and Promotion of Agency Counsel	MOLC will continue to work with DCHR, Agency Directors and General Counsel to review the hiring and promoting of agency counsel.	09-30-2017
Coordinate Legal Training Courses	MOLC will hold regular CLE trainings on a variety of topics relevant to the work of agency counsel. The trainings will be District- wide and provide an opportunity for agency counsel to fulfill CLE requirements while learning about important legal issues and new developments in the law. MOLC trainings will feature District lawyers and agency counsel with subject matter expertise in the topics addressed. MOLC will continue to work with OAG and other District agencies in the development of legal training courses that will allow the agency counsel to meet their annual legal training requirements.	09-30-2017
Revised Rating Period	The current rating period for line attorneys is from September 1 to August 31. The rating period for supervisors and non-supervisory attorneys is from October 1 to September 30.	05-30-2017
GC Quarterly Meetings	Meet with agency General Counsel on a quarterly basis. The MOLC will host quarterly meetings with agency General Counsel to share important updates, get feedback about issues and areas of concern, and answer questions.	09-30-2017
Document Review	Work on review of contracts, working agreements, and real estate documentation with DMPEd (and other interrelated agencies) on present and future acquisitions and collaborative partnerships.	09-30-2017
Assist in Legislation review	MOLC will assist/collaborate with conducting legal research related to the proposed legislation. MOLC will also provide analysis as to how proposed legislation/policy may be legally and procedurally implemented. Technical review will insure that proposed legislation conforms to the Council's Legislative Drafting Manual	09-30-2017
Mediate FOIA disputes	Many times FOIA appeals are filed because agencies do not respond to FOIA requests. MOLC will attempt to contact these agencies to expedite FOIA responses before they rise to the level of appeals.	09-30-2017
MOLC will continue as the EOM's primary contact	This guidance consists of interpretation of FOIA exemptions and applicable case law and regulations. In addition, MOLC will assist agencies in addressing overly burdensome requests and fee issues.	09-30-2017
FOIA Training	The type of training offered will be both general as well as specific to particular FOIA issues that are frequently appealed, such as the personal privacy exemption. MOLC will also continue scheduling FOIAxpress training classes and webinars for District employees.	09-30-2017
FOIA data	This will help FOIA officers identify and analyze issues under FOIA in a consistent and analytical manner.	09-30-2017

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