

# OVERVIEW OF DC GOVERNMENT EEO COUNSELING/INFORMAL RESOLUTION PROCESS

All individuals, including current employees, former employees and applicants, who believe they have been subject to discrimination in relation to any aspect of employment with the District of Columbia government, must first participate in Equal Employment Opportunity (EEO) Counseling and attempt resolution before filing a formal complaint with the District of Columbia Office of Human Rights (OHR).

## **Counseling/Informal Resolution Process:**

- Individuals must report discrimination claim(s) to a certified EEO Counselor within 180 calendar days of discrimination or discovery thereof in order to attempt resolution of their claim(s). Individuals may report to an EEO Counselor from their agency or another agency; a list of EEO Counselors is available at OHR (www.ohr.dc.gov). Individuals have a right to representation of their choosing.
- 2. Once contacted, the EEO Counselor will schedule an **Initial Interview** with the complainant. The EEO Counselor will NOT investigate the claim. However, in order to attempt resolution of the case, the EEO Counselor may request documents and speak with witnesses.
- 3. Whether or not the case is resolved, the EEO Counselor will schedule a **Final Interview** with complainant within **thirty (30)** calendar days, unless extended for 30 days for good cause.
- 4. During the Final Interview, the EEO Counselor will provide complainant with an **Exit Letter** outlining the claims reported, the attempts made to resolve the matter, and the right to file a formal complaint with OHR if the complainant is not satisfied with the outcome of the counseling. A copy of the Exit Letter will be provided to the agency and the complainant.
- 5. If the EEO counselor does not schedule a final interview or issue an Exit Letter within thirty (30) calendar days, the complainant may request that the counselor issue an Exit Letter.
- 6. If filing a formal complaint with OHR, the complainant MUST submit OHR's **Intake Questionnaire** with a copy of the Exit Letter within fifteen (15) calendar days of receiving the Exit Letter.

**NOTE**: EEO Counseling/Informal Resolution Process is not required for claims regarding sexual harassment and DCFMLA. Individuals may bring those claims directly to OHR.

Updated: 01/9/19 (OHR)

# Filing a Formal Complaint with OHR:

- 1. Once the Intake Questionnaire is submitted to OHR, OHR may conduct an **Intake Interview** to obtain more information about the claim(s). OHR will then decide whether to dismiss or accept the claim(s).
- 2. If accepted for investigation, OHR will draft a **Charge of Discrimination** signed by the complainant. OHR will then docket the Charge and schedule a mandatory mediation.
- 3. If mediation is not successful, OHR will proceed with full investigation and issue a **Letter of Determination** (LOD) on whether there is probable cause to believe discrimination occurred.
- 4. If probable cause is found, the parties will be sent to conciliation to attempt resolution.
- 5. If conciliation is not successful, a hearing before an independent hearing examiner will be scheduled.
- 6. OHR will make a final decision based on recommendations of the hearing examiner.
- 7. OHR decisions can be appealed to D.C. Superior Court by filing a Petition for Review within 30 days of the final decision.

#### FOR MORE INFORMATION:

# **DC Office of Human Rights**

441 4<sup>th</sup> Street, NW, Suite 570 North Washington, DC 20001 Phone: (202) 727-4559

Fax: (202) 727-9589

TTY: 711

E-mail: ohr@dc.gov

### OHR CERTIFIED EEO COUNSELORS AND OFFICER LIST

(STARTS NEXT PAGE)

**NOTE:** Some of the listed counselors or officers have asterisk signs next to their name to indicate the following:

- \*General Counsel, Attorney-Advisors in the Office of General Counsel, and HR Managers may not act as an EEO Counselor for their agency but may assist complainants who are not employed within their agency.
- \*\*EEO Officers may not conduct EEO Counseling for their agency, if they appear before OHR during mediation, file Position Statements to OHR, or acts on behalf of the agency in EEO Complaints.
- \*\*\*Please note that these counselors are NOT available to agencies who fall under DCHR's personnel authority or are only available for their own agency employees.

Alcoholic Beverage Regulation	s Administration (ABRA)	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
April Randall*		
april.randall2@dc.gov	See <b>Availability Chart</b>	<b>N A . . . . . . .</b>
202.442.4353	-	Martha Jenkins**
Tasha Cullings		martha.jenkins@dc.gov
Tasha.cullings@dc.gov	See <b>Availability Chart</b>	202.442.4456
202.442.4417	-	
oard of Elections (BOE)		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Soard of Ethics and Governme</b>	ent Accountability (BEGA)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Child and Family Services (CFS	A)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Deborah Butler		
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Ann Powell		
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Margaret Oni		
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Tina Thomas		
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Valerie Floyd		
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Commission on Arts and Huma	anities (CAH)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Contracts Appeals Board (CAB	)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
		Mark D. Poindexter**
Not Designated	See <b>Availability Chart</b>	mark.poindexter@dc.gov
		202.727.2841
Criminal Justice Coordinating (	Council (CJCC)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
OC Criminal Code Reform Com	mission (CCRC)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
OC Housing Authority		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
		0

DC Office on Aging (DCOA)		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
DC Public Library (DCPL)		
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DC Sentencing Commission		-
DC Sentencing Commission EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
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202.727.8822	See Houndamey Chare	Not Designated
<b>Department of Behavioral Healt</b>	h (DBH)	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Department of Consumer and Ro	•	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Helen Hooks Scott		
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202.442.8931	-	Jill Byrd
Denall Fowler-Lee		jill.byrd@dc.gov 202.481.3385
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Department of Corrections (DOC		
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202.523.7016		
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202.071.2000		Tecora Martin**
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<b>Department of Employment Ser</b>	rvices (DOES)	
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Gennet Purcell does.eeo@dc.gov -	See <b>Availability Chart</b>	202.671-0891
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EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
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<b>Department of Forensic Science</b>	es (DFS)	
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<b>Department of General Services</b>	s (DGS)	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
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Department of Health (DOH)		
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Department of Health Care Fin	ance (DHCF)	
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Department of Housing and Co		
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Department of Human Resource		
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Department of Insurance, Secu		FFO OFFICER
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202.729.7094	See Availability Chart	odessa.Hance@dc.gov
Department of Parks and Recre	eation (DPP)	<u> </u>
EEO COUNSELOR	FY19 – AVAILABILITY	EEO OFFICER
Not Designated	N/A FATA – AAAITARITITA	Not Designated
		NOL Designated
Department of Public Works (I		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N1/2	Gail Heath**
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Department of Small and Local	Rusiness Davelonment (DSLP	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Carolyn Smallwood carolyn.smallwood@dc.gov	See <b>Availability Chart</b>	Not Designated
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<b>Department of Youth Rehabili</b>	tation Services (DYRS)	
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EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
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<b>Deputy Mayor for Health and</b>	Human Services (DMHHS)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
	d Economic Development (DM	-
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Sheila Cuthrell* <u>Sheila.Cuthrell@dc.gov</u> 202.727.6365	See <b>Availability Chart</b>	Molly Hofsommer molly.hofsommer@dc.gov 202.727.1983
<b>District of Columbia National </b>	Guard (DNG)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Denette Baber <u>Denette.baber@dc.gov</u> 202.685.9840	See <b>Availability Chart</b>	Not Designated
<b>District Department of Transp</b>	ortation (DDOT)	'
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Nana Bailey-Thomas* <a href="mailto:nana.bailey@dc.gov">nana.bailey@dc.gov</a> 202.673.6794	See <b>Availability Chart</b>	Luisa Nguyen
<b>District Columbia Retirement</b>	Board (DCRB)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Executive Office of the Mayor</b>	(EOM)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Fire and Emergency Medical S</b>	ervices (FEMS)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
India Daniels india.daniels3@dc.gov	See <b>Availability Chart</b>	Kim McDaniel**
202.673.4423	See Availability Chart	kim.mcdaniel@dc.gov -
	<u> </u>	kim.mcdaniel@dc.gov -
202.673.4423	<u> </u>	EEO OFFICER
202.673.4423  Health Benefit Exchange Auth	ority (HBX)	-
202.673.4423  Health Benefit Exchange Auth EEO COUNSELOR  Not Designated	ority (HBX)  FY19 –AVAILABILITY  N/A	EEO OFFICER  Jennifer Libster** jennifer.libster@dc.gov
202.673.4423  Health Benefit Exchange Auth EEO COUNSELOR	ority (HBX)  FY19 –AVAILABILITY  N/A	EEO OFFICER  Jennifer Libster** jennifer.libster@dc.gov

Homeland Security and Emerg	ency Management Agency (H	SEMA)
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Housing Finance Agency (HFA)</b>		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Justice Grants Administration</b>		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of Clean City		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of Communicat		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of Community		
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of Community	-	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of General Cou		Not Designated
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office of Religious Aff	· · · · · · · · · · · · · · · · · · ·	Not Designated
EEO COUNSELOR		EEO OFFICER
Not Designated	FY19 –AVAILABILITY N/A	Not Designated
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Mayor's Office of Talent and A		FEO OFFICER
	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office on African Affa	,	
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
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EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office on Asian and Page 19 19 19 19 19 19 19 19 19 19 19 19 19	acific Islander Affairs (MOAPIA	A)
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office on Latino Affair	rs (MOLA)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Mayor's Office on Lesbian, Gay	y, Bisexual, Transgender and C	Questioning Affairs (LGBTQ)
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
	N/A	Not Designated

izens Affairs	
FY19 -AVAILABILITY	EEO OFFICER
N/A	Not Designated
licy and Initiatives	
FY19 -AVAILABILITY	EEO OFFICER
N/A	Not Designated
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	EEO OFFICER
See <b>Availability Chart</b>	
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	Alaba a a la a www
Coo Association Charact	Alphonso Lee**
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	202.045.0880
Soo Availability Chart	
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See <b>Availability Chart</b>	
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- (CAU)	
FY19 –AVAILABILITY	EEO OFFICER
N/A	Not Designated
OBF)	
FY19 -AVAILABILITY	EEO OFFICER
N/A	Not Designated
	Ilicy and Initiatives FY19 – AVAILABILITY N/A  Int (MPD) FY19 – AVAILABILITY See Availability Chart  See Availability Chart

Office of Cable Television, Film,	Music, and Entertainment (O	CFME)
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
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Office of Campaign Finance (OC	CF)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
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Office of Contracting and Procu	rement (OCP)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of the DC Auditor		
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
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Office of Disability Rights (ODR		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Employee Appeals		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Human Rights (OHR)		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Labor and Collective B	argaining (OLRCB)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Partnership and Grant		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Peoples' Counsel (OPC		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
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Office of Performance Manager	ment	202.201.1437
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Planning (OP)	IVA	Not Designated
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Police Complaints		
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
LEO COUNSELON	TITS AVAILABILITY	<u> LEO OFFICEIX</u>

Not Designated	N/A	Not Designated
Not Designated	N/A	Not Designated
Office of Policy and Legislative	Affairs	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of Risk Management (OI	RM)	
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Not Designated	N/A	Not Designated
Office of the Chief Medical Exa	miner (OCME)	
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Office of the Chief Technology	Officer (OCTO)	
EEO COUNSELOR	FY19 – AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Office of the City Administrato	r (OCA)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
	/-	
Not Designated	N/A	Not Designated
Office of the Inspector General	l (OIG)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Atonia Cassidy***	TO AVAILABILITY	<u> </u>
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-		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Office of the State Superintend	lent of Education (OSSE)	
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Darlene Shelton-Epps		
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T-Jai Farmer		
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	(071)	
Office of the Tenant Advocate		
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Net Destructed	N1/2	Not Desired a
Not Designated	N/A	Not Designated
Office of Unified Communication	ons (OUC)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Anthony Covington	See <b>Availability Chart</b>	Not Designated
Anthony Covington	Sec Availability Citate	Hot Designated

anthony.covington@dc.gov		
301.395.0703 DeReece Sapp		-
dereece.sapp@dc.gov	See <b>Availability Chart</b>	
718.233.7453		
Marisela Montero		
marisela.montero@dc.gov	See <b>Availability Chart</b>	
202.422.1101		
Office of Victims Services and J	ustice Grants Administration	(OVSJGA)
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Office of Zoning		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Matthew Holden		Tracey Rose
matthew.holden@dc.gov	See <b>Availability Chart</b>	tracey.rose@dc.gov
202.727.0330		202.727.0349
Public Charter School Board		
EEO COUNSELOR	FY19 –AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Public Employee Relations Boa</b>	rd (PERB)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
<b>Public Service Commission</b>		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
		Rodney Wilson
Not Designated	N/A	rwilson@psc.dc.gov
j –	,,	202.626.9204
Real Property Tax Appeals Com	nmission	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Secretary of the District of Colu	ımbia	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
Serve DC		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
St. Elizabeth's Hospital		
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
University of District of Columb	pia (UDC)	
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated
University of the District of Col	umbia Community College (U	IDCC)
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER
Not Designated	N/A	Not Designated

Washington Convention and Sports Authority (Events DC)			
EEO COUNSELOR	FY19 -AVAILABILITY	EEO OFFICER	
Not Designated	N/A	Not Designated	
Water and Sewer Authority (WASA)/ DC Water			
EEO COUNSELOR	FY19 – AVAILABILITY	EEO OFFICER	
Not Designated	N/A	Not Designated	

# **END OF LIST**