



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR. No. 31-2006

Date: October 31, 2006

To: Department Heads
Human Resources Representatives

From: Philip A. Ginsburg
Human Resources Director

Subject: **Personnel Officer Contact Information and DSWAlert**

The Department of Human Resources in partnership, with the Office of Emergency Services and Homeland Security, is developing an emergency Disaster Service Worker communications tool called DSW Alert. This new tool is being developed to quickly disseminate electronic emergency information through text messages to selected CCSF employees. This system is one tool that will be used to communicate with our employees in an event.

The implementation of the DSW Alert system will be completed in two phases: Phase 1: Departmental Personnel Officer Contact Project and Phase 2: Departmental Contacts Project. Our goal is to complete the implementation of Phase I by November 30, 2006. A separate memorandum will be forwarded to you regarding Phase 2 of the DSW Alert project.

Description of Phase 1: Departmental Personnel Officer Contact Project. The implementation of Phase 1 will focus on entering contact information for all departmental personnel officers or personnel representatives in all city departments into the DSW Alert system. This contact information will be uploaded into the new system from PeopleSoft. Given this, it is critical that the contact data in the PeopleSoft system be accurate and up-to-date.

To that end, all Departmental Personnel Officers or personnel representatives were instructed at the October 25, 2006 DHR Human Resources Group Meeting to update their contact information in the PeopleSoft system by **Friday, November 3, 2006**. The contact information required to populate the new system falls into two categories in PeopleSoft: Personal Data and Emergency Contact. Below are the types of information, the fields in PeopleSoft where they are stored, and the appropriate drop down menu option in parentheses.

Personal Data

Employee Name
Home Address
Home Telephone – PS Field: Phone Information/Phone
Cell Telephone – PS Field: Other Phones/ Phone Type (Cellular)
Pager – PS Field: Other Phones/Phone Type (Pager)
Email Address – PS Field: Email Address/Type (Home)

Emergency Contact

Contact Name
Home Telephone – PS Field: Phone
Cell Telephone – PS Field: Other Phone Numbers/Phone Type (Cellular)
Pager – PS Field: Other Phone Numbers/Phone Type (Pager)

Because the DSWAlert system is a text-based notification system (meaning the system communicates in words, with no voice capability), only text capable device numbers will be entered into the system. It is important to note that contact data from PeopleSoft will be uploaded into the DSW Alert system on Monday, November 6th. To ensure that we identify and include the correct primary human resources contact from your department into the new system, it is critical that you confirm that the designated DPO or Personnel Representative identified by receipt of this memo is correct. If you are NOT the DPO or Personnel Representative who should receive Emergency Messaging via the DSW Alert system, corrections should be sent immediately to William Bass via e-mail: William.Bass@sfgov.org

Upon completion of the data upload, it is expected that a testing program will begin on November 15, 2006, in conjunction with the Golden Guardian Emergency exercise.