



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 16-2006

Date: June 19, 2006

To: Department Heads
Personnel Officers

From: Philip A. Ginsburg, Human Resources Director

Subject: Mayor Newsom's Executive Directive 06-01, Item 2.4 Activation and Recall List

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

As you all know, Mayor Newsom issued Executive Directive 06-01 on May 10, 2006. Pursuant to item 2.4 of this directive, all departments are required to certify to the Office of Emergency Services and Homeland Security that they have an updated activation and recall list of personnel to be called upon during a disaster. The certification, effective July 1, 2006 must be updated quarterly and submitted to OES/HS.

To assist departments in complying with directive 2.4, the Department of Human Resources has designed a PeopleSoft system query to for use in developing an activation and recall list of personnel. The query available for your immediate use is named: **SF_EE_CONTACT_DATA_1_DEPT**. The data fields included in the query are:

- Department Name
- Employee ID (Note these data is for departmental verification of employee purposes only)
- Job Code and effective date of appointment
- Employee Name
- Home Address
- Mailing Address
- Home Phone Number
- Alternate Phone Number

It is important to note that these data are entered at the point of initial appointment or when employees provide updates to the departments. Every attempt should be made at verifying these data with employees. Corrections and/or updates to the data should be made by departmental staff who are approved PeopleSoft users.

While all Departments may collect and maintain data in alternate systems, it is important to note that DHR is moving forward on a consolidated disaster service worker database project to identify all city employees. This new consolidated, secure database will be populated from employee data maintained in the PeopleSoft System. To that end, we encourage all Departments to maintain updated employee data in the PeopleSoft system.

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To be in compliance with Executive Directive 06-01, Item 2.4 Activation and Recall List; all Department must complete and submit the attached Certification Memo to the Director of Emergency Services and Homeland Security by July 1, 2006.

Should you have any questions or comments, please contact Ted Yamasaki, Managing Deputy Director, at 415-557-4815 or by email at Ted.Yamasaki@sfgov.org.

Thank you for your cooperation.

Attachment

cc: Annmarie Conroy, OES Director
Ted Yamasaki, Managing Deputy Director, DHR
Anne Reynolds, OES
Amiee Albertson, Director of Intergovernmental Affairs, Mayor's Office of Public Policy and Finance