



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 01-2006

Date: February 3, 2006
To: Personnel Officers
From: Philip A. Ginsburg, Human Resources Director
Subject: Disaster Service Worker Identification Card Project Update

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

As you all know, Government Code Section 3100 et. seq. designates all City and County of San Francisco employees as **“Disaster Service Workers.”** In partnership with the Office of Emergency Services, the Department of Human Resources is responsible, as a branch of the Logistics functions, is responsible for a Department Operations Center to identify human resource assets among City and County staff and respond to City department’s human resource requests

A key component of this program is the ability to quickly identify and provide access to certain employees to restricted areas/services and to identify all other city employees as disaster service workers. As you know, we launched the project at the Departmental Personnel Officer Meeting on January 27, 2006.

It is our goal to issue Disaster Service Worker Identification Cards (DSW IDCs) to every employee by April 2006. In order to effectively plan our implementation of the project, we need your assistance in providing specific information about your department and employees. Attached is a short form for you to complete. Your input is critical to the successful project implementation. Please take a few minutes to complete the form and return it electronically to Pierre Barolette, DSW-IDC Project Manager at Pierre.Barolette@sfgov.org by Friday, February 10, 2006.

Should you have any questions or comments, please contact Pierre Barolette or 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
Pierre Barolette, DSW-IDC Project Manager