

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: New PML Delivery System	REFERENCE NUMBER: 2004-055
DATE ISSUED: 10/12/04	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Management Liaisons
Personnel Officers
Labor Relations Officers
Personnel Transaction Supervisors
Accounting Officers**

FROM: Department of Personnel Administration
Office of the Director

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The Department of Personnel Administration is implementing a number of changes related to Personnel Management Liaison (PML) memos, beginning with this one. Please forward this memo to anyone in your office who may need to receive PMLs in the future.

These changes are intended to improve delivery time and readability, and make it easier to search for PML memos. The key changes, described in the sections below, are as follows:

- Email delivery replaces hard-copy distribution.
- To receive future PMLs, recipients must “subscribe.”
- Attachments to PMLs will be emailed simultaneously with the PML.
- The PML memo format has changed.

Email Delivery

DPA will distribute PMLs via email using a new PML subscription list (see Subscription section below). The PML you’re reading now is the last one DPA will distribute in hard copy.

Here’s how the new system will work. If you’re on the PML subscription list, you will receive an email announcing release of a PML. The email will come from “Department of Personnel Administration.” The email subject line will be the PML number and a short description. The PML memo will be attached to the email as a PDF file. When there are additional documents that go with the PML memo, they’ll also be attached to the email in Word, Excel, or PDF format.

We’ll continue to post PMLs on our online “Personnel Information Exchange” (PIE), accessible to departments that subscribe to PIE. We’ll post PMLs on PIE at the same time we release them via email. In addition, PMLs will continue to be available on our public Web site (under “Personnel Policies”) one week after they’re posted on PIE.

Subscription

This PML explaining the new delivery system is being issued via email and hard copy. If you receive it directly from DPA via email, it means we automatically placed you on the PML subscriber list. You don't need to take any further action to continue receiving PMLs. However, if it's forwarded to you by someone else who received it from DPA, you should subscribe in your own name to receive future PMLs directly from DPA.

If you receive this PML in hard copy only, you must subscribe if you want to continue receiving future PMLs. DPA will no longer mail hard copies of PMLs. To subscribe, go to DPA's Web site (www.dpa.ca.gov), click on the DPA Subscriptions graphic near the upper right corner, and follow the instructions to become a PML subscriber.

We encourage anyone in your department whose job involves personnel matters or labor relations to subscribe. This will help ensure all appropriate staff receive PMLs promptly, even when your department's primary contact is away. When you add new members to your staff who will need to receive PMLs, please make sure they subscribe.

You may unsubscribe at any time by going to the DPA Subscriptions page on our Web site. There also will be an "unsubscribe" link at the end of every PML email.

PML Attachments

Sometimes PML memos include attachments such as charts, handbooks, or sample letters. In these cases, when you receive the email announcing release of the PML, we'll attach the PML attachments to the email along with the PML memo itself, or include a link to the document. PML attachments will be sent to you as either PDF, Word, or Excel files, depending on which format best suits the document.

New Format

Along with the new delivery system, we're introducing a new look for the PML itself. To help you more quickly identify the subject of the PML, we moved up the subject line in the PML document. Instead of plain text, we modernized the format to allow use of common formatting tools such as bold and italic fonts. These changes will also improve the search function, which should make it easier for you to look up PMLs.

If you encounter problems with this new process or format, please call or email Constance Campbell at 916-324-9352 or constancecampbell@dpa.ca.gov.

/s/ Michael T. Navarro

Michael T. Navarro
Director