

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 10, 1995
REFERENCE CODE: 95-012

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers
Budget Officers
Accounting Officers

FROM: Department of Personnel Administration
Office of the Director

SUBJECT: Electronic Information Exchange

CONTACT: Ed Burgess, Information Management Services Manager
(916) 324-0486
OfficeVision: DPA(ELBURGES)
INTERNET: ELBURGES@SMTP.DPA.CA.GOV

Background

The Department of Personnel Administration (DPA) has been working on several projects intended to deliver information to department managers and staff more quickly and effectively.

One of those projects has been the establishment and enhancement of an electronic bulletin board system or "BBS", in cooperation with the State Personnel Board (SPB). Many of you have participated in making this effort an increasingly successful way of communicating, and DPA plans to expand on both information useful to you and the interactive communication capabilities that exist in such a system.

DPA staff have also talked with many of you regarding distribution of Personnel Management Liaison (PML) memos via the Office of the State Controller's (SCO) Decentralized OfficeVision System. This system includes OfficeVision e-mail delivery, which many of your offices have come to depend on as a means of information sharing.

Our objective in these efforts has been to find practical and economical means of exchanging information with you, our client agencies. In part, this means making information available via the primary electronic information exchange systems in use by the State of California. As a result, DPA and SPB have established the BBS, which is available to all staff with modems and either micro computers or Local Area Network systems. Also, in cooperation with the SCO, DPA will now begin distribution of PML memos via OfficeVision e-mail and, in anticipation of future possibilities, we are taking steps to make use of the Internet should it become a viable and economical means of information exchange for State agencies.

Information Distribution and Exchange

I am urging all staff who work with DPA to acquire electronic information exchange capability at the earliest possible date. If you are not sure how to begin such an effort, please contact the Teale Data Center Customer Relations Group at (916) 263-1464, or Dan Calacagno with the Health and Welfare Data Center at (916) 739-7734.

Those of you who make use of the BBS, also known as the Personnel Information Exchange or P.I.E. system, will continue to have immediate access to PMLs as they are released. In fact, we have made modifications to our internal procedures which will ensure even more timely release of the PMLs via the BBS. We also encourage those of you who are not making use of the BBS to consider doing so in order to take advantage of quick access to PMLs issued since 1992, all classification specifications and collective bargaining Memoranda of Understanding, and to other personnel and labor relations-related information that is presented in formats that departments tell us are most useful.

To find out more about the BBS, please contact either:

Chris Powell DPA
Phone: (916) 323-6953
OfficeVision DPA(CHARLEY)
Internet CHARLEY@SMTP.DPA.CA.GOV
FAX (916) 322-8869

OR

Robert Strock SPB/DPA

Phone: (916) 324-0534
OfficeVision DPA(RRSTROCK)
Internet RRSTROCK@SMTP.DPA.CA.GOV
FAX(916) 322-8869

Beginning in March 1995, DPA will distribute PML memos via SCO e-mail lists. At this time, SCO e-mail lists exist for the following groups of departmental staff:

Personnel Transactions staff
Personnel Officers
Labor Relations Officers
Accounting Officers
Budget Officers

To have your name added to one or more of the SCO e-mail lists, please contact either:

Ron Dinelli SCO

Phone: (916) 322-7974
OfficeVision CO1(PDRGD)
Internet CO1.PDRGD@TS3.TEALE.CA.GOV
FAX (916) 324-7293

OR

Becky Green DPA
Phone: (916) 324-0471
OfficeVision DPA(BPGREEN)
Internet BPGREEN@SMTP.DPA.CA.GOV
FAX (916) 322-8869

Please be prepared to provide the following information for each individual you want to have added to the list:

- Department Name
- Individual Name
- Individual's OfficeVision Node and ID; e.g., DPA(BPGREEN)
- List to which name should be added: Transactions, Personnel, Labor Relations, Budget, or Accounting.

I also want you to be aware that all DPA managers and staff are accessible via e-mail, and increasingly through the BBS. We want to hear from you when you have comments or ideas regarding how DPA can better meet your program and operational needs, or when you have other feedback that will help us to improve the ways in which we operate. The delivery of your ideas through e-mail or the BBS can be effective, and I encourage your use of this tool. At the same time, please recognize that it is not our intent to answer questions that are better and more appropriately handled by department personnel and labor relations office staff. To the extent that we receive employee questions of that nature, we will ask that the person asking the question contact your offices.

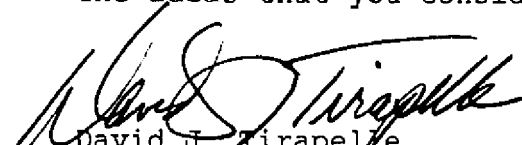
You can obtain e-mail addresses for DPA staff through the OfficeVision directories on data center systems. In those cases where you are not an OfficeVision user, please check the P.I.E. system in the near future, or submit a request to Becky Green, who can be contacted as indicated above.

Future Enhancements

In the near future, the SCO Decentralized OfficeVision System will add a PML library so that you can retrieve prior memos when you need them for reference. The PML library will function much as the current SCO Letters libraries that many of you use, except that it will include PML memos starting with calendar year 1995. At the time this service becomes available, SCO and DPA staff will provide you with more specific information on how to make use of the library.

DPA also expects to better integrate the BBS with our Local Area Network system over the next 6-9 months. Our objective in this effort is to make DPA staff more directly available to those of you who use the BBS system.

We are continuously looking for ways to enhance our ability to provide you with information in the most useful format possible, and as we receive your feedback, we will be working to implement the ideas that you consider the best and most useful.


David J. Tirapelze
Director

