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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 06-012

TO: Secretary, Assistant Secretaries, Deputy Assistant Secretaries and Directors

FROM: Mary V. Gloston *MVG*
Human Resources Director

SUBJECT: Disaster Essential Preparation

DATE: June 13, 2006

The Division of Administration's Office of Information Services recently notified me that my request for a subtype in ISIS HR for "disaster essential" positions was determined to be a valuable reporting tool for all state agencies utilizing the ISIS HR System. As a result, by ISIS Memorandum 06-050, Commissioner of Administration Jerry Luke LeBlanc recently issued a directive to Cabinet Secretaries, Elected Officials, Agency Heads and Undersecretaries requiring them to utilize the "disaster essential" description subtype in ISIS HR to identify positions that are critical in times of disaster and to further contact/communication efforts between the various state agencies. This information must exist in ISIS HR by June 16, 2006.

The disaster essential information was established in ISIS HR for the Office of Lieutenant Governor and the Department of Culture, Recreation & Tourism long before this evaluation and directive. Therefore, I am attaching for each Assistant Secretary and Deputy a spreadsheet identifying each disaster essential position as you indicated to me in the past. If a spreadsheet is not attached, positions for your agency have not been identified as disaster essential positions.

Please review this information and let us know if the information is still valid or if changes are required. There are several fields available in ISIS HR to contain home phone, work phone, cell phone, voice mail, blackberry and email identification. Once that information is established on the incumbent in the position, it remains with that employee's record, or employees themselves may update contact information via LEO (Louisiana Employees Online) whenever it changes. Reports may be generated in ISIS HR for your use; reporting functionality is also available for managers through Manager's Self Service in LEO.

Please update your agency's information, if needed, and submit your changes to Human Resources by Friday, June 16, 2006. If you have any questions or comments, please do not hesitate in contacting me.

MVG:cm
Attachment

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