



Objective

I-desk is intended to be a secure intranet database of employee skills and knowledge. The data base will be administered by Department HR, populated for every employee upon hiring and updated annually.

Benefits

- Current and accurate information about employees
- Identify available expertise, specialized training, equipment, operational knowledge regarding roles, responsibilities, skills and experience of employees;
- Promote/facilitate networking and communication among employees;
- Highlight gaps for succession planning;
- Improve employee understanding of the organizational structure;
- Support statewide partnerships
- Internal resource for responding to public inquiries

Scope

This project will develop a system for making employee information available throughout the Department on the intranet. System development will:

- Leverage existing data sources where available (Figure 1),
- Evaluate existing soft/hardware,
- Determine data fields/design, distribution, and training.
- Include quality control measures
- Provide standard and custom queries.

Implementation Plan

- August 2008
 - Develop cost plan
 - Obtain approval from Executive¹
- September 2008.
 - Basic employee data base²
 - Biographical page pilot (Figure 2)
 - Auto-populated Fields
 - Name (F, MI, L)
 - Contact Information
 - HQ address (Division, Branch, Region (DBR))³
 - Phone
 - Fax
 - E-mail

¹ Contingent on Executive Team availability.

² Contingent on component budget conversion for position funding.

³ HQ address for enforcement staff will be DBR address.

- Unit (DBR)
 - Supervisor⁴
 - Position number
 - Funding (Index/Pca/Component/Activity)
 - Training⁵
- January 2009
 - Acquisition, distribution, and training completed⁶
 - Director's Bulletin for implementing *I-desk*
 - Courtesy Labor Union notice
 - Guidelines for implementing *I-desk* distributed
- June 2009
 - Link to organizational charts
 - Additional data fields
 - Equipment⁷
 - Expertise⁸
 - Awards/Publications
 - Photograph

Team Members

Larry Duccini, Bernadette Fee, Armand Gonzales, Ray Hernandez, Terri Murphy, Ron Nabity, Tom Stuart, Julie Yamamoto.

⁴ This feature will provide some benefits of organizational structure.

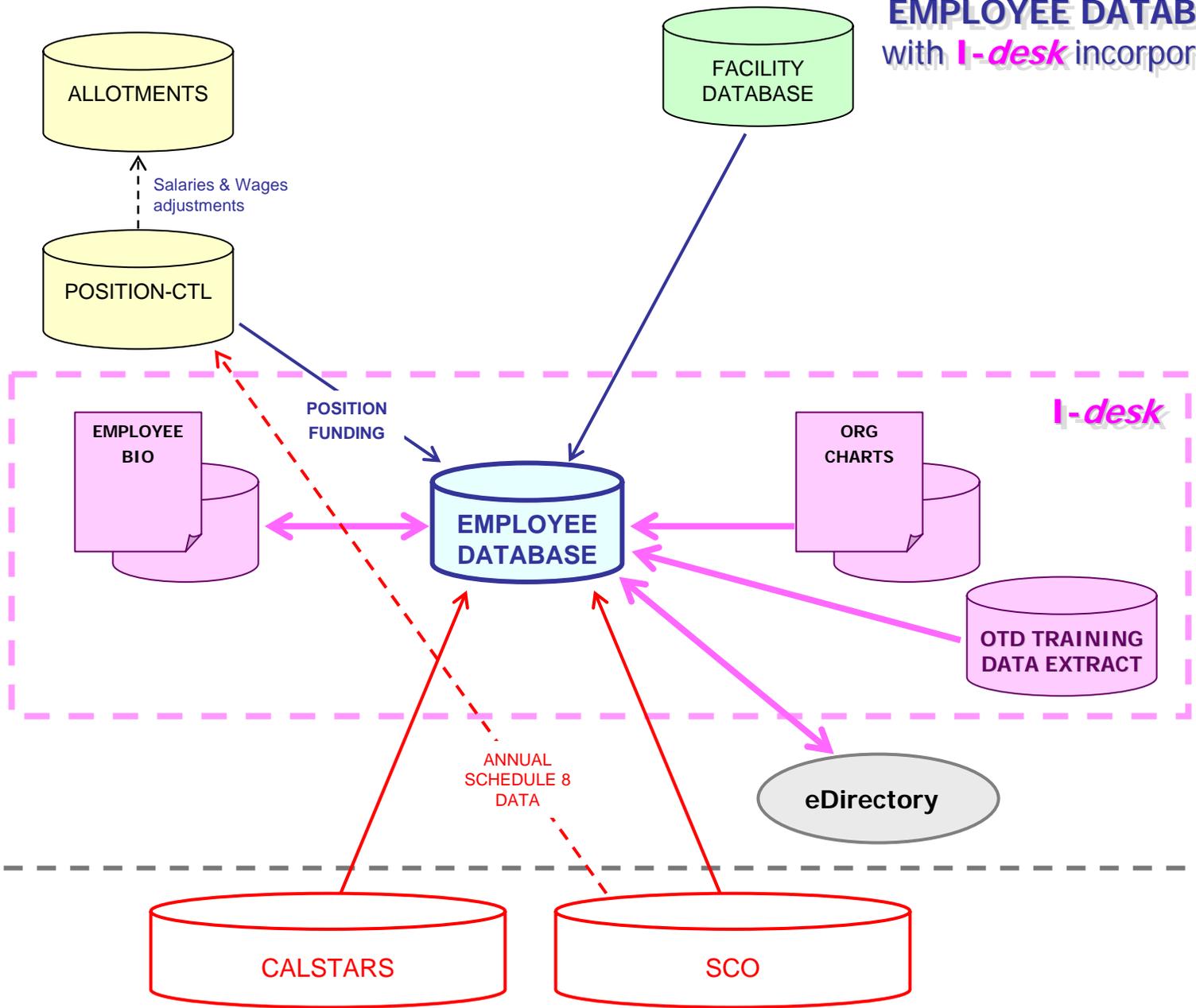
⁵ May be self populated or provided by OTD.

⁶ Target date may adjust pending budget resolution.

⁷ Will be self populated. Will require supervisor oversight.

⁸ Will be queryable. Combination of drop-down menus and self-populated 250 character window (see figure 3)

EMPLOYEE DATABASE with *I-desk* incorporated



EXTERNAL DATA SOURCES

Search ?

Name

Location

Expertise

[→](#)

Kermit Le Frog
Amphibian Program Manager



Region/Branch: North Central Region
 Classification: Supervising Biologist
 Position Number: 565-123-4567-001
 Supervisor: Jim Henson

Contact Information

Address: 1701 Nimbus Road
 Rancho Cordova, CA 95670

Email: klefrog@dfg.ca.gov

Desk: (916) 358-2999

Mobile: (916) 555-1234

FAX: (916) 358-2912

Funding ?

INDEX	PCA	COMPONENT	ACTIVITY
9876	54321	xxxxxxxxxxxxx	800000

Areas of Expertise

Species

- Amphibians
 - All
- Mammals
 - fozzie bear
 - miss pig

Special Projects

- California tiger salamander mapping project
- Calaveras jumping frog regulations

Administration

- Grant Writing

Specialized Equipment Expertise

- Underwater photography
- Spotlights (Altman)

Certificates/Training/Licenses ?

- Leadership Academy
- High mountain lake frog survey protocols