

HUMAN RESOURCES MEMORANDUM 18-001A		DATE ISSUED: 08/30/2018
SUBJECT: PERSONNEL LIAISON WORKING TITLE CHANGE		REFERENCE: None
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: HR Memo 18-001

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memorandum is to advise DGS Programs of the changes to the Personnel Liaison's working title and use of "Human Resources" as decided by the OHR Governance Council.

New Name

Effective January 31, 2018, the working title "Personnel Liaison" will be replaced with "Employee Resource Liaison (ERL)."

Use of "Human Resources"

In order to assist DGS employees in distinguishing the roles/responsibilities between the Office of Human Resources staff and the ERL, programs must discontinue using "Human Resources" in the titles of these units. This includes, but is not limited to: organization charts, email signature blocks, email distribution lists, and physical signage in the unit and will be effective January 31, 2018.

Employee Resource Liaison Role

An ERLs role is to work directly with their office and the Office of Human Resources to ensure both parties are communicating successfully. This includes a wide array of duties from managing organization charts to assisting managers with hiring.

The information handled is typically of a sensitive nature and ERLs must utilize necessary precautions to protect that information.

Based on individual offices, [view some of the duties that may be required of an ERL.](#)

ESTELA GONZALES, Chief
Office of Human Resources

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