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DEPARTMENT OF LABOR AND EMPLOYMENT

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COLORADO ONE-STOP SYSTEM POLICY GUIDANCE LETTER 99-05-M2

SUBJECT: Data Security

DATE: February 19, 1999

I. **REFERENCE(S):**

Colorado Department of Labor & Employment Computer Abuse Policy (SP-111, issued 6/29/94)

(Attachment A)

Colorado Department of Labor & Employment Data Security Policy (rev. 7/26/94)

(Attachment B)

II. **PURPOSE:**

To clarify Colorado Department of Labor's (CDLE) policy on computer security under the One-Stop system .

III. **BACKGROUND:**

The Governor's Letter of August 5th, 1996 and subsequent executive orders #D000397 of February 12th, 1997 and #D000897 of July 7th, 1997 established the Colorado Workforce Development One-Stop system. These activities combined functions formerly performed by various agencies into a One-Stop service delivery approach. As a result, a new automated system is being developed to allow coordination between various programs. Due to the new system and the transition to locally controlled One-Stops, the following clarification to CDLE data security policies is being issued.

IV. **POLICY/ACTION:**

- All jobs categorized as "UN" in Job Link must be transmitted to ODDS and be available for referral statewide through Job Link.
- There must be an individual "Agent" ID for each person accessing Job Link
- No "common/group" ID's will be allowed. Some One-Stop regions have been using such group ID's to track various job classifications, as an alternative to this, new job categories will be created as appropriate to facilitate the need for special tracking.

- Each individual “Agent” must have a unique and currently valid ODDS ID. There will be an automated system to verify this information.
- All employees who’s time, property, equipment and/or supplies are being paid with CDLE or One-Stop funds must adhere to CDLE’s policy on Computer Abuse (referenced above).
- All individuals with access to CDLE data must adhere to the Data Security Policy (referenced above).

V. IMPLEMENTATION DATE:

Effective immediately

VI. INQUIRIES:

Inquiries concerning this PGL should be addressed to the Employment and Training Programs MIS team; Larry Lemmons (303) 318-8817, Kathie Stenzel (303) 318-8819, or Elizabeth Pokorney (303) 318-8804.

Vickie L. Armstrong
Executive Director