



OUTLOOK



MARCH - APRIL 1975

THREE NEW DEPUTY DIRECTORS

Governor Brown has recently appointed three new Deputy Directors to the Department of General Services. Two of the appointees, Marvin Blanchard and Greg Lipscomb, have already settled in and taken up their duties. The third, Julian Comacho, will assume his position in April.



Marvin Blanchard

Marv Blanchard, a resident of Carmichael, is a career civil servant. He has been with General Services since 1964 in a variety of positions — most recently Assistant to the Director. Prior to his arrival in the Department, Blanchard has had a steadily successful career for a number of State agencies. He brings to his job a professional experience with all levels of government as well as in international consulting. In his youth he held such exotic jobs as broncbuster and door-to-door salesman. Blanchard attended the University of Redlands and the University of the Pacific.

Greg Lipscomb, a San Francisco resident, received both his B.A. and Law Degree from the University of Texas. Prior to his accepting the position, he was a Deputy State Attorney General dealing with a broad range of matters pertaining to the State Departments of Insurance, Banking, Corporations, and Real Estate.



Greg Lipscomb

Before starting with the Attorney General's office he was special assistant to Wilson Riles, State Superintendent of Public Instruction. Lipscomb, 33, has also been a reporter for the San Francisco Chronicle and the Austin Statesman.



Julian Camacho

Julian Camacho, 38, is a San Jose State College graduate. A Capitola resident, he left a post as senior engineer with the Memorex Corp. to accept the position. He has served on the Regional Coastal Zone Conservation Commission and the Santa Cruz County Board of Education. In 1971 he was selected by the State Junior Chamber of Commerce as one of California's five outstanding young men.

On the Cover

General Services Employee of the year Esque Frost lets fellow employees know of his appreciation for the honor bestowed on him as Director Grimes looks on.

INSURANCE ITEMS

DEFERRED COMPENSATION

The Insurance Office of the Department of General Services administers, along with other programs, the Deferred Compensation Plan. The following is an update on the activity of the plan.

The Deferred Compensation Program now has 4600 participants enrolled, deferring a total of \$1,340,000 monthly.

This monthly total includes \$43,000 invested with Cal-Western States Life, \$245,000 invested with T. Rowe Price Growth Fund, and \$1,052,000 with Great Western Savings and Loan.

On March 14, 1975 the interest received on the savings and loan investment was raised to 7.75% compounded daily with an effective annual yield of 8.06%. This increase was negotiated by the Insurance Office from the previous rate of 7.50%.

The next open enrollment period will be October and November of this year for deductions effective with the January 1976 pay period.

For further information call the Insurance Office at ATSS 492-5070 or (916) 322-5070.

OUTLOOK

*State of California
Agriculture & Services Agency*

DEPARTMENT OF GENERAL SERVICES

EDMUND G. BROWN JR.
Governor

ROSE E. BIRD
Agency Secy

LEONARD GRIMES
Director

OUTLOOK

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John Meade, *Editor*

OFFICE SERVICES DIVISION

They're the taken-for-granted people. The nameless, often unthanked, people usually known only to those who have to deal directly with them. They reproduce the reports, mail the material, and deliver the documents. They produce and move the tons of paper that the State needs to run its affairs. And without them, the paperwork — and the State — machinery stops.

The days of the individual departmental mimeograph shop are over. To meet the demands of modern government, high-speed multi-purpose machinery is needed. And that kind of machinery is expensive. The costs incurred if each State department had all the fully functional equipment necessary to meet their needs would be prohibitive of all but the most generous budgets.

Of course, machinery is not the only consideration. It wouldn't take much imagination to visualize the confusion and costs caused in determining manpower requirements on a Statewide basis. You could quite conceivably have messengers from the various departments following each other around from stop to stop.

Office Services Division annually effects large savings for State agencies by providing these services through a centralized program. The division provides not only mail, messenger, and reproduction services, but also maintains several other services programs designed to optimize use of machinery and manpower.

Mail centers in Office Buildings 8 and 9 and Office Building 1 act as a clearing house for both incoming and outgoing mail of all types. U.S. mail and inter-agency communications are sorted at a central location and then distributed to the various departments by a centralized messenger service. Both locations also provide an external building messenger service to help supplement the Inter-agency Messenger Service as well as take care of the more unusual or urgent requests. Shipping and receiving of freight and internal deliveries are also handled by a centralized crew. All outgoing mail is sent to one point for processing, eliminating the need and expense of duplication of equipment.

These services represent only a part of the overall support program operated by the division. The Interagency Mail and Messenger Service distributes mail between State agencies through a network of approximately 175 pickup and delivery locations in Sacramento alone.

Typing and stenographic services, as well as relief personnel, are provided by the Word Processing and Typing Pool

units. Property accountability records are maintained Statewide for General Services' and contract agencies' equipment, improvements, and real property by still another unit of the division.

In response to clients' needs and trying to anticipate future demands, the division enlarged its Mass Mailing section a little over a year ago. This unit handles large scale mailings of the same or similar material. High-speed folding, inserting, and labeling equipment make possible mailing that could take weeks to do by hand — at the same time, freeing individual department staffs to handle the more day-to-day operations.

Still another area of service is provided by Office Services through its Addressograph section. This unit maintains a series of recurring general mailing lists as well as a great many specialized lists for individual departments. Services include equipment to transfer these lists to address labels as well as other material.

The largest concentration of employees of the division is located in the Reproduction Services unit. Reproduction services provides service to agencies whose workload does not warrant an independent reproduction unit. It also assists those agencies who operate independent reproduction units by absorbing work beyond their capacities, as well as advising agencies on reproduction equipment and methods.

In the latest of a series of streamlining moves, the division recently inaugurated the operation of a swing shift. The swing shift came into being in October of 1974 and was fully staffed by December. The end result of the addition of this shift has been a marked improvement in the efficiency of the division. This addition has



Jim Keeney loads a 16-station collator to ready it for the next job. The machine will take up to 16 different pages, put them in the proper order, and then staple them together automatically.

allowed a more effective use of not only equipment and space, but also manpower.

Two consecutive eight-hour shifts provide a continuity of job that was missing previously. Work started by the day crew is now generally finished by the night shift. Before, it was held over until the next day. Traditional bottlenecks which occurred in the less mechanized functions are now cleared up and delivered faster. The division is now producing and shipping nearly 1,000,000 copies a day — an increase of some 21% in efficiency alone. Reproduction costs on their own reflect approximately a 34% saving over the same services provided by private competition.

Before the onset of the swing shift, work on hand could not be processed as rapidly. If the division were to have shut off new orders, it would have taken approximately 45 days to clear everything out. Now that backlog has been reduced to about one week. Monthly output has increased from 14.3 million impressions to an average today of 17.8 million.

Ongoing projects to increase efficiency and services are also prevalent in the Office Machine Repair section. This group provides for the rental, maintenance, and repair of typewriters, calculators, adding machines, and other office machines. In addition to this, it aids and advises the Office of Procurement in evaluations, providing technical services covering master maintenance contracts. These services are provided at a cost some 32% below that of current private industry rates.

Office Machine Repair is currently involved in a two-prong expansion program. It has initiated a program designed to provide a wider cross-training of its employees, thus increasing the scope of their activities. This cross-training not only creates a broader availability of people qualified to work on specific machinery, but also encompasses a wider selection of office equipment. An increase in the number of satellite operations to provide service to areas which previously had to rely on expensive outside maintenance companies demonstrate further their dedication to reducing State expenditures wherever possible.

Of course, this is only a brief capsulization of the many areas in which Office Services has responded to the needs of the Department and clients alike. By more efficient use of people, space, and machinery, Office Services Division has been able to increase the quantity of their services without sacrificing quality — and, in many cases, has managed to increase both.

Personality

THE LADY IS A COP

By John Meade

What's it like to be the first person to ever do something? Well, if you're Penelope Cravens it's old hat by now, but still — it is "kinda exciting". Penny has the distinction of being the first woman ever hired by the California State Police. Before that, she was a member of the first CHP graduating class to include women officers. So you can see that she's used to the unusual.

A California native, she attended Diablo Valley College before coming to work for the State. Penny started with the State working for DMV, but took a year off to be a stewardess for Eastern Airlines. Working out of Puerto Rico, she spent the year flying around the world, finding out what being a stewardess is *really* like. "In many cases, it's a far cry from what you may imagine after reading books or seeing recent films." After a year of this, she decided to keep her feet on the ground for a while and returned to DMV.

It was while at DMV, at the encouragement of her supervisor, that she decided to apply to the CHP program now being opened to women. She had never thought of being in police work, but decided to give it a try and "see what it was like". Of the 40 women who began Academy training, only 27 completed the 16-week course (the dropout average was only slightly below that of the men), and Penny was one of them. She describes the course as "rough, but necessary". Both women and men alike had to pass the same requirements, the only difference being in the way they were allowed to do push-ups and pull-ups. Penny figures that she probably graduated in the middle third of the whole class, but while there she earned an Expert medal as a sharpshooter with an overall score of 282 out of a possible 300. She graduated from the Academy on January 16, 1975, and was assigned to the Central L. A. office.

Riding up and down the same stretch of highway day after day soon got to her, however. A desire to get involved in a wider range of police work coupled with her wishes to return to Northern California led to an early dissatisfaction with the CHP. Her fiancée, Johnnie Montgomery, a State Police Officer assigned to the Oakland office, realizing her unhappiness, suggested she apply for an upcoming opening with the State Police. She then met with Chief Guy Oates, who, impressed by her abilities, accepted her application.

Penny started with the State Police on March 17 and describes her reception by fellow officers as "fantastic". No problems or resentments have surfaced and

she says that she is being treated no differently than any other new officer — except for separate locker and shower facilities. She spent the first few days at Headquarters pouring over volumes of procedures and laws. Then came a week of auto, scooter, and foot patrols to familiarize herself with the various beats. On April 7 she started regular assignment duties in Sacramento.

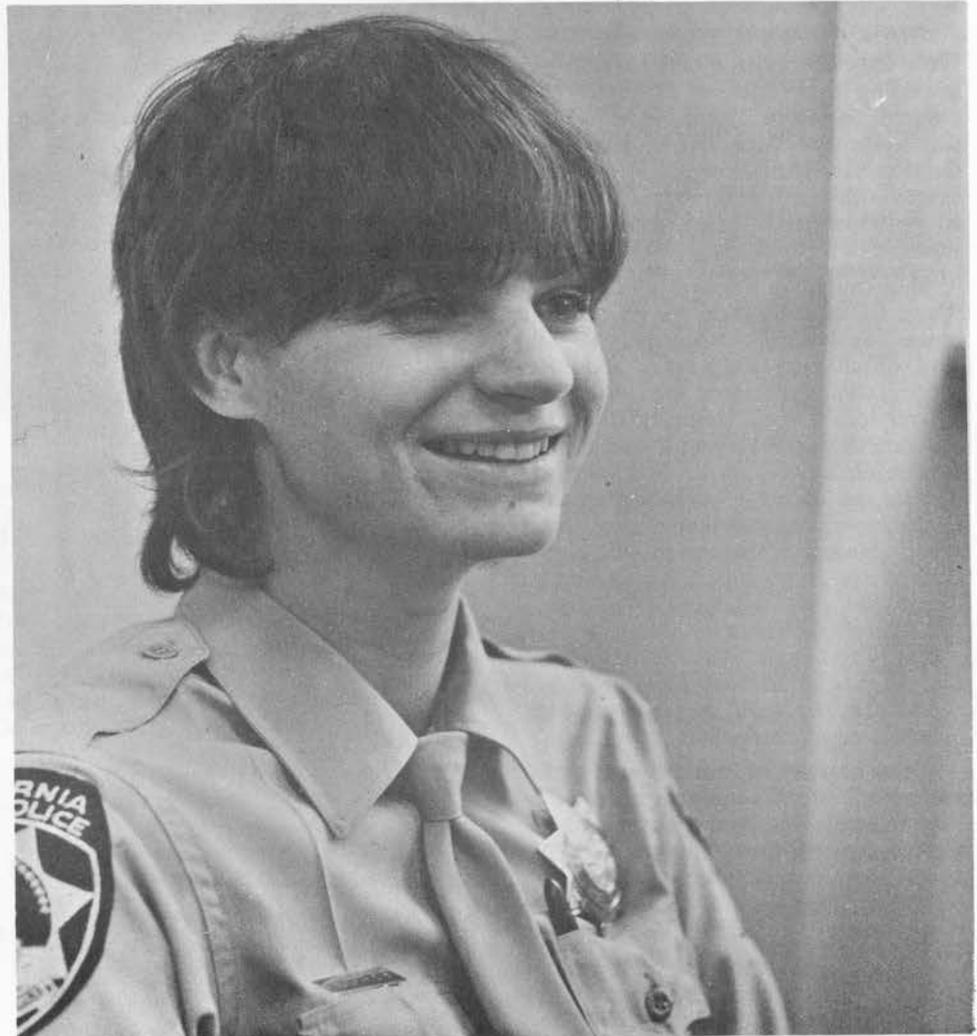
Being the first woman state police officer has brought both Penny and the State Police a great deal of publicity. Newspapers and television crews have been vying with one another for the best coverage. Penny has taken all of this notoriety in stride, including the good natured ribbing of her fellow officers. Her short, to-the-point answers have been driving newsmen — who are used to picking up information while a subject rambles on — right up a wall.

The State Police have the responsibility for the protection and safety of State employees and property. They also provide personal security for the Governor and other elected officials as well as

visiting dignitaries. Penny's ambition is to get into the Protective Services program and the department has already started her on her way by sending her to the Protective Services Operation course. This is a week long course held at the State Police's training school. It is anticipated that she may get her wish as two of Governor Brown's cabinet appointees are women and may feel more comfortable having a woman security officer when traveling.

Both Chief Oates and Director Leonard Grimes are enthusiastic over her appointment and see this as one more step in the Department's firm commitment "to provide more opportunities for women in all job categories". Already there have been several more applications to the State Police by women and Chief Oates assures them that they will get equal consideration along with all the other candidates.

What are Penny's plans for the future? Well, she likes police work and enjoys working for the State Police, so she figures to be around for a while. She and Johnnie have set the date for their wedding for September and plan to live in Fairfield — which she says is approximately half-way between their two assignments. Just one more uncommon step for a very uncommon person.



EMPLOYEE OF THE YEAR



Officer Frost is the team leader of the California State Police Explosive Ordnance Disposal Team. He is available on a twenty-four hour a day basis to respond to bomb threats and is especially trained to examine suspicious objects and to disarm explosive devices. Since voluntarily accepting this dangerous and necessary duty nearly four years ago, he has answered scores of calls, assenting each time to the very real risk of losing his life in taking action to protect the lives of state employees and members of the public on state property.

ESQUE FROST

Officer Frost has numerous additional responsibilities. As a member of the staff of our Employee Protection Program he makes presentations to the employees of various state agencies which assist in their planning to better cope with such emergencies as fires, earthquakes, and bomb threats. He has earned a Vocational Teacher's Credential from the State Department of Education, and instructs police officers and selected personnel in bomb search procedures and bomb recognition. He also teaches Cardiopulmonary Resuscitation and First Aid. Several State Police Officers have recently been credited with saving the lives of heart attack victims utilizing the methods in which he has instructed them.

Officer Frost also regularly teaches classes in firearms and tear gas to members of various law enforcement agencies at the California State Police Academy. His services as a technical adviser and

instructor have often been requested by the military and the agencies of the federal and local governments, and he was instrumental in organizing the Sacramento Metropolitan Area Explosive Ordnance Disposal Team. He has also received special training as armorer. His "in-house" inspection and repair of firearms represents considerable monetary savings to the Division.

He acts as chairman for United Crusade, Savings Bonds, and other similar programs.

Esque Frost has received numerous other expressions of gratitude and praise for his work from every branch of government, ranging from a California Legislative Resolution commending his team for its assistance in the Roseville disaster of 1973 to a thank you note for a safety presentation made to preschool children on his off duty time.

Throughout his eighteen years of service as a member of the Division, Officer Frost has donated hundreds of overtime hours to his work without requesting compensation. He is unassuming in manner and always willing to help others, and he has made friends for the California State Police and for all state employees wherever he has been assigned. He is a genuinely dedicated law enforcement officer and an outstanding state employee.



EMPLOYEE OF THE YEAR



NOMINEE: Manuel Morales
DIVISION: Building & Grounds

Manuel is a person who is always ready to assist anyone with a problem. He has worked as an electrician for the State for 16 years, and in that time has earned the respect of co-workers and clients alike. He has been called at all hours of the day and night to answer emergency calls. Being bi-lingual, he is often called upon as an interpreter not only for his own division, but also by the State Police and Personnel Board. His ability to put the conversationalist at ease has made his services all that more valuable.



NOMINEE: Zollie Mitchel
DIVISION: Office of State Printing

Zollie has held several key positions in the Pressroom — doing an exceptional job in each one of them. He's taken action to improve work assignments and to reduce errors. He has never hesitated to offer assistance to both fellow employees and clients alike, doing so with a sincere concern for their problems.



NOMINEE: William Melhorn
DIVISION: Long Range Facilities Planning

During the past year, Bill has been the planning analyst having primary responsibility for the update of the Capitol Plan. This responsibility has included appearing before citizens' committees as well as coordinating planning efforts with city and county agencies. Despite this difficult assignment and often working under adverse conditions, Bill has maintained a cheerful, cooperative attitude and is well thought of by all who work with him, both in the office and outside.



NOMINEE: Milton Coate
DIVISION: Procurement

Milton has been described as one of those people who's demeanor is such that you are not really aware of his presence except on those few occasions when he's not at work. Milton puts in more than a full day's work. He also prides himself on being able to keep track of employees and agencies as they change their locations. Anyone involved in the unique responsibilities and problems inherent in mail-messenger type functions can readily appreciate the value of his ability.



NOMINEE: Marybeth Coulter
DIVISION: Architecture & Construction

Ms. Coulter has done an outstanding job in increasing efficiency and production in the Division Specifications Section. She has untiringly worked to organize the clerical functions of that section to insure the meeting of all deadlines. In addition to outstanding performance in her own section, she takes a personal interest in everyone in OAC. She spends many evenings and weekends on employee welfare problems, as well as on other work-related problems.



NOMINEE: Donald Cowgill
DIVISION: Communications

Don is responsible for the VHF maintenance functions of the Division Radio Maintenance Section. Don's work assignments throughout the years have been varied. On one job at Echo Summit, work was hampered by adverse weather conditions, and it was necessary to dig through eight feet of snow and enlist the aid of a helicopter to complete the job. Don consistently brings this type of dedication and ingenuity to all his assignments, truly reflecting the ideals of service advance by the Department.

DIVISIONAL NOMINEES



NOMINEE: Andrew Zolnay

DIVISION: Real Estate Services

Andy has been a major influence in the development of the image of this organization. He has worked with dedication far above that normally expected. He continually accepts the responsibility associated with his work with eagerness, and becomes not only involved but personally committed to insuring outstanding success in whatever projects he is assigned.



NOMINEE: Antonio Torlai

DIVISION: Legal Office

Tony is a personal and perseverant attorney. His willingness to expend extra effort allows him to effectively participate in important problems of the Department. Tony takes the time to get to know his clients, and has gained the confidence of his clients without sacrificing his fine sense of legal propriety.



NOMINEE: Robert Painter

DIVISION: Administrative Services

All of Bob's supervisors both past and present have praised him as an "excellent, high-producing, and bright" analyst. They must know what they're talking about because on a recent promotional examination for Associate Personnel Analyst, Bob placed first out of 125 participants.



NOMINEE: John Collins

DIVISION: Office of Local Assistance

John is always willing to expend the extra effort necessary to do an outstanding job. He has formulated and assisted in the many changes in the Accounting Unit and has assumed extra responsibilities in programs decreed by the Legislature. Perhaps his greatest attribute is his attitude of friendly and open communication. He likes people and gives them the environment and opportunity to learn and develop to a greater potential.



NOMINEE: Steve SoRelle

DIVISION: Management Services

Steve's all-around attitude makes him a pleasure to work with and an outstanding employee in all respects. State Record Center production reports show his amount of work completed to be the highest and most accurate on the clerical staff. Not only is he always helpful and attentive to the needs of others, but has suggested many improvements in work methods and operations.



NOMINEE: Patricia Friel

DIVISION: Office Services

Pat is highly regarded as an outstanding employee by her supervisor, her peers, and the supervisors and employees of adjacent units. Her concern for accuracy and a desire to maintain good relations with the Post Office has been a prime contributing factor towards maintaining the fine cooperative spirit which exists between the Post Office and her unit. She has accepted increased responsibility readily and her attitude towards her work has set an example for her co-workers. Pat's performance reflects the quality of excellence obtainable even in those work areas whose scope is limited in nature.

E.O.Y. Dinner Dance



NOMINEE: Jack Miura
DIVISION: Space Management

Jack accepts all assignments and responsibilities in his usual professional manner. His ability to recognize a problem area and come up with viable alternatives quickly has made him an asset in Space Management's complex and sensitive projects areas.



NOMINEE: Howard Pilon
DIVISION: Fleet Administration

If any one phrase is typical of Howard's attitude towards his job, that phrase is "no problem". Over the years, Howard has always displayed a selfless loyalty and dedication that just cannot be rewarded with dollars and cents.

NOMINEE: Kae Tsuji (not pictured)
DIVISION: Small Business Office

Kae Tsuji has demonstrated a knowledge and understanding of State Government that has proven invaluable to the Small Business Office during its first fledgling months. Kae has never been one for a lot of fanfare, but it's safe to say that there is little likelihood that all of her contributions will ever go unnoticed in the future.



THOR'S CORNER

Department Brings College to Employee

Many clerical and technical employees are excluded from career advancement within the Department of General Services because of the educational requirements for entry into professional and administrative positions. This represents a loss to the employee by limiting his career potential and to the Department by restricting the manpower pool from which it may recruit professionals and administrators. Beginning June 23, 1975, the Department of General Services in conjunction with the Cosumnes River College will join with other departments in providing on-site college courses for its Headquarters employees in Sacramento. Available conference rooms, auditoriums and other appropriate space throughout Sacramento will be used for this purpose.

The basic idea of the program is to identify the educational experience required before an employee can be considered for technical and professional opportunities and to make such an experience available to all employees on a realistic and practical basis. The program also strengthens the Department's upward mobility efforts by providing the opportunity for a large number of employees to acquire the college credits needed for advancement and entry into new careers.

The program offers benefits to both the employee and the Department. In addition to improving employee morale and productivity, such a program can facilitate lateral mobility by allowing

more employees to find and pursue the careers where they perform at their best. It gives employees who were heretofore "dead-ended" in low-paying positions easy access to educational tools necessary for advancement.

The on-site college program provides for sharing the cost of schooling between the Department and the employee, with the Department covering the cost of tuition and other fees while the employee pays for books and other related costs. Classes will be held on a one-half work time, one-half employee time basis with each contributing approximately two-and-one-half hours per week. Classes will be scheduled in the morning from 7:20 to 8:30, at noon from 11:25 to 12:55, and in the afternoon from 4:20 to 5:30. The Department feels that this arrangement is by far the most practical for both the employee and the Department. For example, it offers a single parent the opportunity to earn college credit necessary for advancement with the least amount of disruption to the job, the home and the children, and at a minimal expense. By simply going to work, the parent has the opportunity to go to college as well, all in the same place.

Registration will be limited and a waiting list will be established if applications exceed available positions. Statistics in similar federal programs show that approximately 20%-25% of the clerical and technical staff, or about 400 of the

Department of General Services' employees, can be expected to enroll. Employees participating in the program will be given academic counseling by the college. Careful individual career counseling sessions aimed at producing a career development plan which would spell out the goals and direction of the employee will be available at the Department prior to registration.

The first two years of the college program will most likely consist of providing courses that would concentrate on basic skills and general education requirements. It is estimated that there will be 29 different course offerings. Typical courses will include accounting, political science, English, economics, statistics, math, science, humanities, data processing and history. All subjects offered would also meet state specifications to qualify for entry level appointments in professional and administrative career ladders.

A similar training program initiated in the agencies of the U.S. Department of Health, Education and Welfare had a noticeable effect on employee morale and levels of cooperation between the clerical support staff and the professional and technical levels, with over 6,000 clerical employees participating in the U.S. HEW program over the past few years.

The Department of General Services anticipates the on-site college program to be a successful and beneficial program and hopes to establish the program as a permanent part of departmental training efforts.

The Department of General Services would like to more accurately determine the interest in the On-Site College program. If you are interested, please complete the attached form and return to your Division or Office Training Coordinator.

TO:

I am interested in the On-Site College program.

- I expect to register for the Summer Session.
- I expect to register for the September Session.
- I expect to be interested next year or later.
- I need more information before I can make any decision.

NAME (Print)

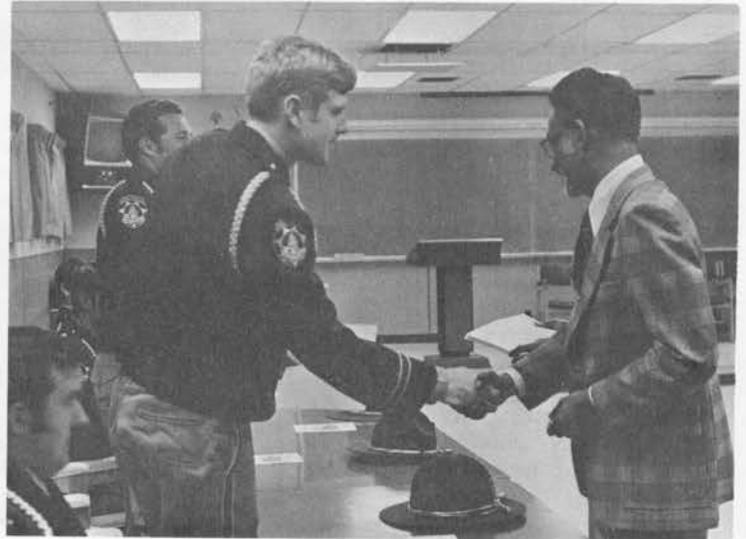
OFFICE or DIVISION



CLASS ROSTER

- | | |
|------------------|---------------------------------|
| Bianchi, John | CSP – San Francisco |
| Clerico, Richard | CSP – Los Angeles |
| Ellis, David | CSP – Los Angeles |
| Everett, Richard | CSP – Los Angeles |
| Frier, Robert | Consumer Affairs, San Francisco |
| Harder, John | CSP – San Francisco |
| Haynes, Willis | CSP – Los Angeles |
| Meyer, Raymond | CSP – Oakland |
| Peterson, Willie | CSP – San Francisco |
| Ramirez, Macario | Consumer Affairs, San Francisco |
| Savage, Timothy | CSP – San Francisco |
| Shawcross, Allen | CSP – Los Angeles |
| Siemsen, Randall | CSP – Los Angeles |
| Tatum, Baxter | CSP – Los Angeles |
| Thayer, Kenneth | CSP – Los Angeles |
| Washburn, Alfred | CSP – Los Angeles |
| Willis, James | CSP – Los Angeles |

CSP graduation





PROTECTIVE SERVICES OPERATION

BRIEFING COURSE

- | | |
|------------------|----------------------|
| Maher, Larry | CSP — Sacramento |
| Sherwood, Robert | CSP — Sacramento |
| Goodrich, James | CSP — Sacramento |
| Bourke, Robert | CSP — Sacramento |
| Azevedo, Ronald | CSP — Sacramento |
| Carbone, Joseph | CSP — Sacramento |
| Fossett, Allan | CSP — Sacramento |
| Hoffman, Melvin | CSP — Sacramento |
| Martinez, Daniel | CSP — Sacramento |
| Koob, Robert | CSP — Sacramento |
| Windt, James | CSP — Sacramento |
| Foley, William | U.C. Berkeley Police |
| Smith, Gordon | U.C. Berkeley Police |



Class Moderator:

Sergeant A. Holloway, CSP Training Supervisor

STATE ARCHITECT HONORED

John C. Worsley, California state architect, has been elected to the College of Fellows of the American Institute of Architects.

Fellowship is a lifetime honor bestowed for outstanding contribution to the architectural profession. Investiture of the 61 newly elected Fellows will take place May 19 at the annual convention of the AIA in Atlanta.

After an extensive career in the practice of architecture, Worsley was appointed State Architect in January 1973. Since his appointment, he has been active in the field of making buildings accessible for the physically handicapped.

His activity ranged from the development of educational programs for the removal of architectural barriers to the development of regulations on that subject.

In 1973 he published a document for architects providing information on

methods of design for access to buildings by people with mobility problems. He is currently responsible for the development of regulations which will require the provision for this special access to all public buildings in California.

He is also serving on the California Attorney General's Task Force which is concerned with the problems of the physically handicapped, and the International Conference of Building Officials' Committee on Architectural Barriers.

Recently, the State Assembly of California passed House Resolution 14 which commended Worsley for his efforts to assist the physically handicapped in the design of buildings.

It also commended him for his contribution to the development of criteria for building regulations which will help to assure the preservation of historical buildings in California, including the State Capitol in Sacramento.

HOW OVERTIME RULES AFFECT YOU!

The provisions of the Fair Labor Standards Act (FLSA) were extended by order of the President to cover State employees effective May 1, 1974. This action had had a great effect on the State's overtime policy and, as a result, has caused much confusion. Because the Act itself is difficult to comprehend, few employees know if they are covered by it or not — and those that do, may not know why.

Overtime is defined as the hours worked during the work week (Sunday 12:01 a.m. — Saturday midnight) in excess of 40 hours. Under FLSA provisions, only hours *physically* on the job are counted towards the 40-hour week. Time spent on paid leave (vacation, sick leave, holidays, etc.) is not counted. All overtime which accrues under FLSA standards must be paid for in cash at 1½ times the regular hourly rate. Compensating time off (CTO) is only allowed if it is to be used during the same pay period as it was earned. It, too, must be paid at time-and-a-half.

If under the FLSA rules, overtime eligibility is not reached, then the State rules apply. As the State allows paid leave to be counted towards the 40-hour cut-off, many more employees become eligible for overtime. The same rules for payment of cash and CTO apply under the State's policy as the FLSA.

All classes are covered under FLSA provisions unless they meet certain standards. Classes not covered by FLSA in the Department of General Services are:

- Senior Delineator
- Jr. Mechanical Engineer
- Jr. Staff Analyst
- Management Services Asst. III
- Jr. Electrical Engineer
- Programmer Trainee, EDP
- Transportation Rate Clerk
- Programmer I, EDP
- Accountant Trainee
- Accountant I
- Buyer I
- Graduate Student Asst.

The divisional attendance clerks should have up-to-date listings of exempt positions and hourly rates. Feel free to contact the Personnel Office if you need or want more details.

Gov. Patrick J. Lucey of Wisconsin has moved out of the executive mansion to help save money. He and his wife, Jean are in their private home in Madison. Lucey said the mansion will be used only for formal affairs, allowing maintenance personnel to spend more time in other state buildings.

GOLF



March 22, 1975
ANCIL HOFFMAN

Low Net Winners

- 1st Gene Pierracci
- 2nd George Schaaf
- Tied — Brent Korff (Adminis. Services)
- Virgil Mosslander (State Police)

Low Gross

- 1st Bill Werry (Procurement)
- 2nd Norm Miller (Board of Control)
- 3rd Steve Hall (Procurement)

April 5, 1975
WHITNEY RANCH

Handicap Flight

- 1st (Vic Bradshaw (Insurance Office)
- Tied — (Brent Korff (Adminis. Services)
- 2nd Bill Werry (Procurement)

Award Certificates

- \$17.50
- \$17.50
- \$ 6.00

Blind Bogey Flight

- 1st Bob Walton (Management Services) \$10.00
- 2nd Gary Longholm (Board of Control) \$ 6.00

Closest to Hole

- 16th Hole — Russ Fong (Data Processing) \$ 6.00
- 18th Hole — John Dennis (State Police) \$ 6.00

The next tournament is scheduled for May 17th at Rancho Murietta. Any DGS employee wishing to join in can do so by calling Bob Macey of Office Services Division, 445-5262.

NEWS BRIEFS

State Policeman Honored

California State Police Officer John Harder is being commended for meritorious action following an arrest he made in the San Francisco Transbay Terminal. John A. Kuharski, 59, a retiree living on a pension, was attacked and robbed at 4:40 in the morning while waiting for a bus to the East Bay. After taking the money, the assailant continued to beat his victim until the sounds of help arriving caused him to take off. A witness informed Officer Harder that he had just seen the man running up to the third floor. After making sure that the victim did not require immediate attention, he went after the suspect and was able to single-handedly subdue him.

The Transbay Terminal is owned and operated by the State and is patrolled 24 hours a day by the State Police. The State Police have the responsibility for the protection and safety of all State employees and property. The suspect was arrested and charged with robbery and battery. Due to the nature of the victim's cuts, it was first thought that the suspect might be carrying a knife, but none was found on him when subdued.

500 Hours Award

Buildings and Grounds, Area II, has inaugurated a special award for those employees in Area II who have accumulated 500 hours — or more — of sick leave. The award is a means of bringing to the employees' attention the value of having a good "sick leave insurance policy". Although there is already recognition of those employees who do not use sick leave within a twelve-month period, Area II's award is based on recognition over a longer period and is somewhat more meaningful. The award is in the form of a round silver lapel pin with the number "500" engraved on the face. The cost of the pins was covered out of Area II's employee Sunshine Fund. At the awards presentation for the "500" pins, 32 employees out of 165 were recipients.

STREETCAR RIDER

Massachusetts Gov. Michael S. Dukakis still dashes to the streetcar every morning for a ride to work. The idea that he would travel to the statehouse by trolley was greeted with skepticism by some when he made that pledge before his inauguration in January. But 4 months later, the Democratic governor is a familiar streetcar commuter. "I've learned a lot," he says. "People are always giving me suggestions."

Arts and Crafts Show

The Department of General Services wants to open up its walls and halls to departmental artists and craftsmen. Plans are in the works to stage a series of arts and crafts shows which will be open to the public as well as department employees.

Anyone working for General Services who may be interested in having their work exhibited is urged to get in touch with John Meade in the Program Development Office at 915 Capitol Mall, Room 590. The phone number there is 445-3946. All types of works of art, photography, and handicrafts are needed to make the exhibit a success. This gives artists and craftsmen who work for the Department an opportunity to display and possibly sell their creations. Further information can be obtained by contacting the above office.

Wants More to do!

Not every State office can (or will) boast the claim that it is looking for more work to do. But Central Files is doing just that. Since its inception in 1973, it has been adding Divisions regularly and is still looking to sign up more. Presently, the files are used by the Executive Office, Legal Office, Space Management, Small Business Office, and Buildings and Grounds.

Paperwork now kept in Central Files include contracts, case histories, leases, purchases orders, letters, and other various types of correspondence. There is a three-year retention period — then files are purged (by the Division) and sent to the State Records Center.

If something from one of the files is needed, a phone call to Dale Ross or Eunice Matlock will get it brought right to your door (or cubicle). Departmental personnel should call 5-7809 if they desire copies of material from any of the divisions in Central Files.

RECYCLING EFFORTS

The Department recently awarded a contract to a Pomona firm for about 1500 tons of newsprint. The newsprint was purchased by Procurement for use at the State Printing Plant. The newsprint

purchased is produced completely from recycled material — namely, old newspaper. According to John Babich, Procurement Chief, "This represents our most successful effort to date in recycling solid waste." The 1500 tons (a year's supply) cost \$412,500 at a price per ton almost \$100 more than last year.



Fleet Administration Automotive inspectors from all over California met recently in Sacramento to discuss common problems and procedures. The two-day meeting rekindled old friendships and started many new ones as well as increasing communication between the various areas.

SKINNIER FILES PAY DIVIDENDS

[Editors Note: The following is being reprinted from an article written by John Burns for The Sacramento Bee.]

THINKING ABOUT BUYING another filing cabinet for the office? Maybe you could obtain the same amount of filing space by removing the deadwood from the old cabinets.

Robert C. Woodall, an expert on paperwork management, estimates one-third of all office files could be destroyed without being missed and another one-third could be packed away in cardboard boxes on the long-shot chance they would ever be needed.

Woodall is chief of the California State Records Service, whose aim is to keep the state's files as lean as possible.

This is accomplished by a government-wide system in which every document is given a destruction date before it is filed. Inactive files are transferred to records centers for low-cost storage, and eventually the documents are destroyed.

Some files are microfilmed before destruction. Those of historical value are sent to the State Archives.

It is a sophisticated system. Lists of files and their destruction dates are stored in a computer. As a document nears the fatal date — perhaps five, 10 or 15 years after it was filed originally — the computer prints a reminder to the department involved.

Success of the program depends heavily on records coordinators in the various departments. They are the judges of when a file is to become inactive and when it should be destroyed.

THERE ARE TWO RECORDS CENTERS where inactive files are stored before destruction. One is in the West Sacramento Port Center and the other is in Los Angeles.

According to the Department of General Services report for 1974 on paperwork management, use of the records centers produced these benefits in the one year:

- Saved filing space equal to that of more than 33,000 file cabinets.

- Cleared nearly 250,000 square feet of office space that otherwise would have been needed for filing.

- Produced savings exceeding \$3 million in office space and equipment.

- Enabled the state to sell about \$100,000 worth of waste paper for recycling. Theoretically, said the report, this "would obviate the cutting of 41,000 trees for manufacturing paper."

The State Records Service, which is part of the Department of General Services, believes it is contributing to the efficiency of state government as well as saving money.

"Having fewer documents in a filing

cabinet means they can be located quicker when needed," said Woodall.

There is a monetary incentive for departments to cooperate in the paperwork management program.

Each agency is charged an annual fee of 39½ cents a cubic foot for the records it owns. The proceeds help support the program. More important, the fee encourages agencies to ship inactive files to a records center for storage and ultimate destruction.

The incentive will become greater this year with the advent of a yearly surcharge of \$1 a cubic foot for records held more than 20 years.

IN AND OUTSIDE GOVERNMENT, paper is increasing at a frightening rate. The State Records Service has no control over that phenomenon, but instead works to dispose of the paper before it engulfs state government.

The major accomplishment of the program has been holding the line against increasing the state's total volume of records," said the annual report.

Despite the growth of paperwork, the amount on file remained almost static last year, according to Woodall. Improved techniques will result in a bigger dent, he believes.

TRANSPORTATION SERVICES AVAILABLE AT LOS ANGELES AND OTHER AIRPORTS

From the number of inquiries received in Fleet Administration Division offices many employees are not aware of transportation services available at Los Angeles

and other airports. Both state pool cars and low cost rentals are available with a General Services charge card as listed below:

AIRPORT SUBPOOLS

LOS ANGELES

92nd and Sepulveda Blvd.

POOL OPERATOR: Westchester Car Wash
Open 24 hours a day, 7 days a week. Phone: 645-2100
Transportation to pool in vehicles marked "AAA RENT-A-CAR". They will meet 8:30 a.m. and 9:30 a.m. arrivals on weekdays. All other times call for valet pick up. Back up rentals at reduced rates available same location.

HOLLYWOOD-BURBANK

in Terminal

NO STATE POOL AT THIS LOCATION
Contract rental cars available:
Dollar-A-Day Rent-A-Car
Compacts: \$7.00/day plus 9¢ mile
(A/C included in these rates)

LONG BEACH

Call 421-8841 for Valet Bus

NO STATE POOL AT THIS LOCATION
Contract rental cars available:
Dollar-A-Day Rent-A-Car
Rates same as Hollywood-Burbank

ONTARIO

Call 986-4541 for Valet Bus

NO STATE POOL AT THIS LOCATION
Contract rental cars available:
Dollar-A-Day Rent-A-Car
Rates same as Hollywood-Burbank

SAN FRANCISCO

1876 El Camino Real

POOL OPERATOR: Burlingame Plaza Union Service
Open 0700-1900 (restricted hours on major holidays)
For valet service call 697-9806 from 0700-1900 EXCEPT HOLIDAYS. Use taxi outside valet hours.

DEPARTMENT OF GENERAL SERVICES CHARGE CARDS ARE ACCEPTED AT ALL LISTED CAR RENTAL AGENCIES AND ARE ACCEPTED FOR AIRPORT LIMOUSINE AND TAXIS IN SACRAMENTO.

Information Booklets with detailed information on all pool centers are available at all State Garages, or can be

ordered in volume quantities from Fleet Administration Division, 1416 Tenth Street.

[Editors Note: The following is a reprint of an article written by Robert P. Studer of the Copley News Service. It was distributed nationwide by that service.]

Eddie Reece is one of the "little people" in Sacramento; one of the army of hands and arms and backs that make the wheels of government turn but who have little to say about the course of history.

Eddie works out of Buildings and Grounds-Area I, and for seven years he has picked up and delivered supplies to offices in the state Capitol and the bevy of state offices clustered nearby. Daily, he sees the state's lawmakers at work.

But the closest he has ever come to an active role in the seat of power has been deciding how to hang up the pictures in the governor's office.

That doesn't mean, though, that Eddie doesn't have anything to say about how things are run in this country. A couple of months ago, he got to thinking about Social Security.

It disturbed him that it was full of inequities. It bothered him that there is



Director Grimes chats informally with Communication Division employees at their Sacramento office.

IDEA FROM A "LITTLE PEOPLE"

talk in the country that a diminishing work force in the future might jeopardize the very foundations of the national retirement system — and, at 53, he wants Social Security to be there when he needs it.

It bothered him the most, though, that during the current recession there are many aging workers in this country who would be happy to retire — and might be able to if they could supplement private retirement system incomes with Social Security.

Many who could qualify for early retirement under private systems don't qualify for Social Security.

At the same time, there are millions of younger Americans out of work that desperately need those jobs.

So Eddie sat down at a desk in his Sacramento trailer home and drafted a letter to the President. And he drafted others to Congressman John Moss, D-Calif., and Sen. John Tunney, D-Calif.

"Why don't you," Eddie wrote, "lower the age at which people could retire to 60, if they have worked at least 100 quarters under Social Security?"

"Let them add their Social Security income to their retirement from military pay, state retirement pensions, private industry pensions and the like.

"Together, the amount of money coming in would be enough for many to retire who would like to stop working but can't afford to. And let these people keep, within reason, money they can earn at part-time jobs."

Eddie pointed out to the lawmakers in Washington that his plan would make instant jobs available of all types in all areas; it would stimulate the economy; it would make many part-time handymen available.

It would, he said, stimulate the auto industry because most retirees change their types of transportation. It would be more economical to provide Social Security retirement pay than entire salaries of people employed under public works legislation. It would solve the problem of what kinds of jobs to create to help the depressed economy.

It would, he added, save money, since the Social Security agencies could handle the payments at small additional expense. It would make jobs available in state, county, construction, railroad and many other major employment areas. It would be an almost instant solution to help cut unemployment, and it would make promotions possible, in some instances for younger people in the work force.

The President turned the matter over to his Social Security advisers to answer. Eddie, in due course, got a reply. The Social Security people appreciated the idea, but thought that it could lead to industry "forcing men to retire at age 60 and thus depriving the country of the services of a lot of good men..."

"That wasn't my idea at all," Eddie grumbled during a break in his delivery schedule.

"My idea was to make retirement at age 60 possible but voluntary..."

The answers from Washington kept coming in. Sen. Cranston echoed the fears of the Social Security Administration over enforced early retirements.

Sen. Tunney was warmer, but non-committal: "I will work for and support any realistic system which genuinely supports those in need but at the same time is equitable to the taxpayer who ultimately pays the bill..."

Congressman Moss, however, was interested. Not only did he reply warmly to his constituent in Sacramento, he turned the idea over to Rep. Al Ullman, D-Ore., chairman of the House Ways and Means Committee, and sent Eddie a copy of Ullman's reply:

"I appreciate your making your constituent's suggestion available to the Committee on Ways and Means," Ullman wrote, "and you may be assured that it will be placed in the committee's legislative file on this subject and will be brought to the attention of the members of the committee when legislation in the area of Social Security is being considered..."

So Eddie's idea is now part of the file of the influential House committee that does have the power to change things.

And to Eddie, as he makes his deliveries to the 11 state office buildings he serves in Sacramento, that thought is comforting.

"In this country," he said as he resumed his rounds, "they listen to your ideas, even if you're one of the little people."

NOT-SO SMALL SUCCESS

The Small Business Office has helped many small businesses in their attempt to do business with the State. The Small Business Office staff is always interested in the success of small business, especially when they are so enthusiastic about doing business with the State as Russ Ketchum and Manuel Villarreal are.

Russ Ketchum operates Castro Valley Service and Supply, and is truly "small business". With two employees and an annual sales volume of just over \$50,000, his largest contract previously was in 1947 for \$5,000 in paper goods to a San Francisco printing company.

In October of 1974 Mr. Ketchum contacted the Small Business Office for information about State purchases. Larry Hargrave of the Small Business Office staff assisted him in filling out the proper prequalification forms and also explained the procedures of the Office of Procurement, including the express line.

On January 2, 1975, Castro Valley Service and Supply received its first award for teletype paper for \$1,200 and again on February 13, 1975, an award for \$4,088. Both awards were made because of the 5% Small Business Preference. Mr. Ketchum has bid on 5 items in 1975 and has been awarded two totaling \$5,288.

The facts of this company are public record but they do not tell the whole story. Russ Ketchum's enthusiasm over the bidding process is overwhelming. He schedules his business trips to Sacramento to coincide with bid openings and always stops in to report the results to the Small Business Office. Just like a youngster awaiting that first airplane ride, Russ awaits each bid opening with anxiety and enthusiasm. Even when he is not awarded the bid, Russ never loses that enthusiasm. The Small Business Office shares in his enthusiasm and hopes that Castro Valley Service and Supply and the many small businesses like it continues to show that there is a place for small business in one of the world's largest governments. As Russ Ketchum puts it, the thrill of victory far outweighs the agony of defeat. And he continues to be just as excited over each bid opening as he was at the first one.

On October 11 Edmundo Lopez of the Small Business Office was given a presentation requested by the National Economic Development Association at San Jose. At the presentation Mr. Manuel Villarreal, owner of Villarreal Construction Company, was introduced. At this time he wanted to participate in the bidding for work out of the Office of Architecture and Construction. Specifically, he wanted to bid on a remodeling job for San Jose State University. The bid opening date was to be on October 25.

Mr. Villarreal was told to have his Statement of Experience and Financial

Condition completed by a certified public accountant (CPA), and to have it in at the Transportation Department five days prior to the bid opening date which would be October 17. On October 17, Mr. Villarreal personally brought his Statement of Experience and Financial Condition to the Transportation Department, but it was not signed by a CPA. Consequently, his bid was rejected. Later on, his CPA sent the required paperwork and since then the company has been prequalified to do business with the State.

On January 30, 1975, the Small Business Office sent a notice to contractors for remodeling work, again for the San Jose State University, to the National Economic Development Association at San Jose who in turn notified Mr. Villarreal about the opportunity to bid again for State work.

On the bid opening day, February 25, Villarreal Construction Company had the lowest bid out of the three other bidders. Villarreal Construction Company was awarded his first contract with the State on March 5, 1975. His bid was for \$44,600.00.

After being notified by the Office of Architecture and Construction that Villarreal Construction Company was the lowest bidder, Mr. Villarreal phoned the Small Business Office and said "It feels good that I finally won, thanks to the efforts of the National Economic Development Association and the Small Business Office who have been helping me all along. I hope in the future I get a chance to keep bidding; basically, that's all I want - a chance to bid."

The 5% preference offered by the Small Business Office encouraged Mr. Villarreal, like many others, to bid. As it came out Mr. Villarreal, like many other small firms that had never approached the State due to fear of big competition, did not have to use the 5% preference to win.

A Dubious Distinction

California smokers set several records last year, despite continued warnings that smoking cigarettes may be hazardous to their health, a member of the State Board of Equalization has announced.

Richard Nevins said Californians puffed away 2.66-billion packs last year, an average of nearly 127 packs for each state resident.

The smokers also paid a total of \$479 million dollars in taxes in 1974 - \$266 million of that to the federal government and the rest to the state.

Nevins said an increase in youths starting to smoke accounted for most of the 1.3 per cent boost in total consumption.

Capitol Park Squirrels Scurry To New Tunes

The tune in Capitol Park has changed again.

This time it's from Bach and Beethoven to Helen Reddy and Linda Ronstadt.

A few special requests have been sent in.

The speakers in the trees in front of the Capitol used to play a medley of nine light popular tunes until a few weeks ago when the Brown administration switched to classical music.

Lately they switched again with the addition of 11 new tapes including Helen Reddy's "Free and Easy" and Linda Ronstadt's "Hard Like a Wheel." The new music will alternate with the classical tapes.

The repertoire in the trees also includes selections by Charlie Rich, Paul Horn, Isaac Hayes, Carole King, Les Troubadoures du Roi Baudouin, Yehudi Menuhin and Ravi Shankar, and Judy Collins.

The governor's office even received a letter suggesting a complete program of Capitol music.

Don Bruckman of Woodland Hills suggested the Jay Geiles Band "to combat the Monday morning blahs," David Bowie for "the liberal faction," The Who for "the conservative faction," Bob Dylan for lobbyists and Super Tramp as "a personal choice."

Don't Believe it!

On duty at San Francisco's Transbay Terminal, Officer Edward Blank was approached by an excited young man who stated that his brother was bleeding to death after having been stabbed in the leg by robbers on a nearby city street. Officer Blank called an ambulance and responded to give first aid. Meanwhile a witness told Officer Tim Savage, who responded to assist, that he had seen the two and another subject kicking out the window of a large men's store on Fourth and Market Streets, and that this was how the injury had occurred. Sure enough, the window was found to be broken and the blood trail led to the "robbery victim." When informed that he was under arrest, the uninjured "brother" attacked both officers with fists and feet and was subdued and handcuffed. The third suspect was never located. Since burglary could not be established, both were booked for malicious mischief after the injured man had been treated at the emergency hospital. They turned out not to be brothers at all. It's getting so a police officer can hardly believe anything a suspect tells him anymore!

GENERAL SERVICES PEOPLE

The wintery months continue to be a favorite time for retirement – even if it is supposed to be Spring. Maybe they leave now in order to get a head start on the rest of us in heading for warmer climates. There must be some somewhere. Over 85 years of State service is represented by our retirees listed below. Their contributions will be greatly missed.



Zorka Buhler started work with the State in 1941 as a Junior Clerk with the State Personnel Board. She left State service in 1948, but returned in 1954 to continue her career in personnel work. She worked in the personnel offices of the Departments of Social Welfare, Education, and Fish & Game before starting with Finance in November of 1961. From there she moved into General Services when it became a separate department in 1963.

When both the Personnel Assistant II and Personnel Officer I assigned to the Printing Plant terminated unexpectedly, Zorka in addition to her own assignments spent afternoons at the Printing Plant making sure that the bimonthly payroll was met (only one revolving fund check resulted out of over 600 checks issued). When the SPB rated the position of Chief of Office Services Division as a Business Services Officer III, Zorka did a study on the level of responsibilities of nine BSO III and IV positions rated by seven factors. She contacted the other agencies and summarized her findings in a letter to the State Personnel Board which resulted in the position being reclassified as a BSO IV. The SPB analyst was so impressed that he asked for a copy of her analysis to be used for other decisions. Zorka also is the aunt of professional skier "Spider" Sabage. Some 50 friends turned out to say "good-bye" at a retirement party in her honor at D. O. Mills in Old Sacramento.



And on April 22 a luncheon was held at the Senator Hotel to say "good-bye" to **Harry "Locksmith" Troughton**. Harry, a native of England, worked for Bode and Bode locksmiths for 22 years before opening up his own business. He ran his own shop for 10 years and then joined the State in 1958. He has been the Area I (B&G) locksmith ever since – some 17 years. Harry has been honored by both the Senate and the Assembly with Resolutions of Commendation. He plans to spend his time tinkering around the house and "maybe do a little traveling".



Another Buildings & Grounds employee, here in Sacramento, **Richard Hammett**, retired at the end of March.

Before starting with General Services as an Electrician, he was an Inspector for the Department of Water Resources. Dick moved around a bit before that, working for Aerojet and as an electrician on the Island of Guam. He says that he will devote some of his time to doing a little gardening, but intends to spend most of his retirement fishing – his favorite hobby. His co-workers in Area II honored him with a luncheon and a gift before he left.



John Scott started State service with the Department of Finance in 1955. He worked as a Janitor at the California State Building in Los Angeles, also coming over to General Services when it became a department. John is married, enjoys sports, and is looking forward to "taking it easy" for a while. Congratulations and best wishes for a happy retirement.



Clyde Rucker, a janitor supervisor in B & G Area II, retired at the end of March. Prior to his state service, Clyde was a career man in the army – some 24 years! Now, finally getting a chance for some time off, he plans to do a little traveling and a lot of golf – his favorite pastime. Area II honored him with a luncheon and a gift from all the employees.



On the other side of the coin, a hearty welcome is extended to **Pat Lewis**, our

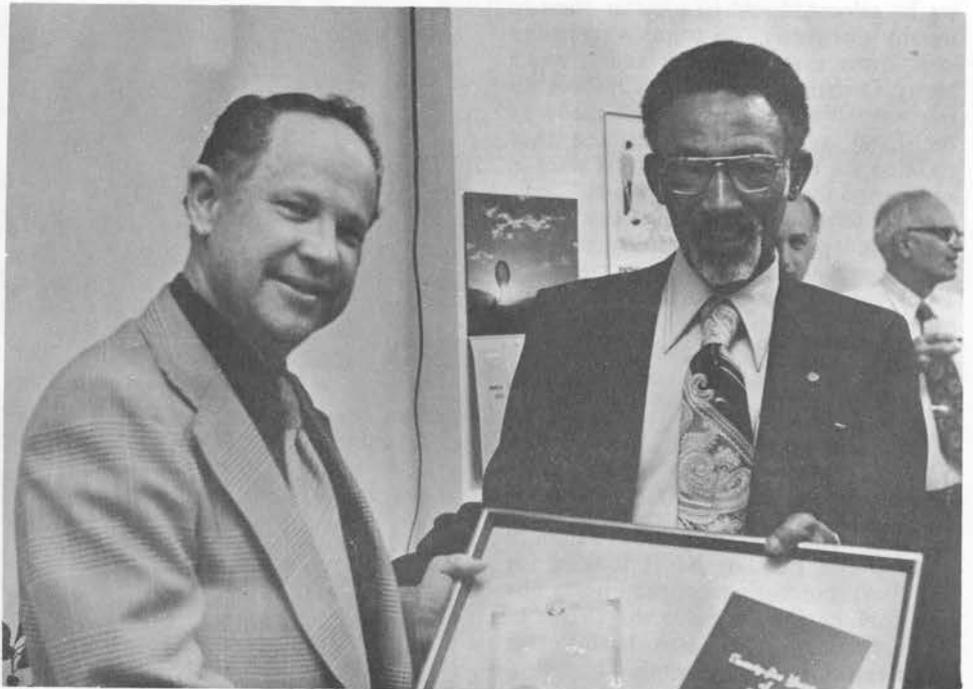
new Training Officer. Pat began her career with the State Personnel Board in 1959. She left a position as a Training Officer with the Management Development Institute (MDI) to accept the position. At MDI, she was responsible for the implementation of MDI's Management Development School, Human Interactions Course, Effective Presentations Course, and their Advanced Supervision Course.



Stan Silva, an OAC employee, was recently elected Secretary of the Sacramento Chapter of the American Society of Professional Estimators. The chapter itself was recently selected as the eleventh chapter of the nationwide organization.



Congratulations, too, go to **Wilma Lowdon** who was the recipient of Buildings and Grounds "Area II Employee of the Year Award". The award was based on a continued outstanding job performance as well as outstanding personal characteristics. Another Area II award is the "Employee Achievement Award". Based upon a particularly outstanding performance in a job which represented not only a service to the State, but enhanced the level of service of co-workers. The foregoing award was given to **Blanche Estes** for her abilities in organizing office routines and filings as well as for her courtesy and efficiency in dealing with tenant problems and requests.



Gene Jordan shows off his 25-year Award he had received from Director Grimes. The mounting and framing of the award is done by the Communication Division, where Gene works, for all of their employees.

FEEDBACK

The Department daily receives letters from clients both in the public and private sectors thanking us and various individuals for their help and consideration. A sampling of some of those follows and with it comes the gratitude of a department well served.

AL JEMMA of Buildings and Grounds somehow managed to do the "almost impossible" for the Department of Food and Agriculture when a faulty faucet needed replacing. Being a specialized type, it had to be ordered, took several weeks to arrive, and then wouldn't fit. "The area of attachment is severely confined and almost impossible to get to unless you're a contortionist. Al, knowing how badly it was needed, somehow managed to get the faucet installed."

The Department of Motor Vehicles had nothing but praise for WILLIAM JEFFERIES regarding some construction contracts. Bill was assigned by OAC to supervise the construction work of DMV's computer complex. "Mr. Jefferies has demonstrated his capabilities. Our success in meeting the deadline of March 15, 1975, to have all phases operational, is directly attributable to his personal attention to all phases of work..." He also managed to get the job done without disrupting the work of others who still occupied parts of the area.

JOHN BROOKS and MAX MARGLIN of Real Estate Services managed to not only obtain needed land for Parks and Recreation, but also made a strong impression for the State with the Paul Garcia family. "Their concern was that we be relocated and to a better place to live by Christmas. We were living in our new home that same year and it was a Merry Christmas. Our highest respect for the way all arrangements were made by the Land Agents and the interest they took to see that all legal matters were in order so as to protect our interests."

And the Merit Award Board is enthusiastic indeed about the quality and concern shown by BOB DREW in evaluating employee suggestions. His analyses are always thorough and his replies, even when the suggestion cannot be adopted, show that he respects and encourages employees who wish to better their surroundings.

PROCUREMENT?

A man wandered from floor to floor in State Office Building No. 1 looking for the State purchasing office. Finally, he was told he should go to the Office of Procurement, the division having that name rather than purchasing. The fellow scratched his head and told Stanley Fowler, Assistant Director, "I always had an idea procurement meant something different".

Service Awards



Congratulations are in order for eight employees of the Department of General Services who have completed 25 years of service with the State within the months of March and April. Best wishes to you all and thank you for your contributions to our Department and to the State of California.

MARCH

Louis Gordon.....Legal Office
 Francis V. Kent.....Buildings and Grounds
 Albert Seymore.....Communications
 Clifton Smith.....Buildings and Grounds

APRIL

Leo F. Bihl.....Architecture & Construction
 Fred Hirotoni.....Management Services
 Lillian Lowe.....Buildings and Grounds
 Leon Stein.....Architecture & Construction



25-year award recipients (starting at left) Louis Gordon, Clifton Smith, and George Yamada are shown here with Leonard Grimes after ceremonies in the Director's office. Also shown are Billy Curry and Bob Drew of the Area II Building Manager's Office.

NEW APPOINTMENTS

1/28/75

Deborah Hopper, Data Processing Services Office

1/29/75

Nadine Bagdazian, Data Processing Services Office

1/31/75

Gloria McFarland, Data Processing Services Office, Sacramento
 Keith Palmer, 308, Oakland
 Wanda M. Martinez, Deferred Compensation, Sacramento
 Joseph Catanise, Fleet Administration, Fresno
 Manley Manning, State Police, Los Angeles
 Lucille Umstead, Communications, Sacramento
 Kathleen Olwell, Administrative Services, Sacramento
 Juanita Orland, Office Services, Sacramento

2/3/75

Deborah Wallace, Data Processing Services Office, Sacramento
 Eloise Baker, Data Processing Services Office, Sacramento
 C. Cullimore, Specifications, Sacramento
 C. Scollan, Space Management, Sacramento
 William Lloyd, Administrative Hearings, Los Angeles

2/6/75

Jeanie M. Ogawa, Procurement, Sacramento
 Kathleen Rossitto, Administrative Hearings, Sacramento

2/11/75

David Borrelli, State Records, Los Angeles

2/10/75

Troy Morgan, State Records, West Sacramento
 Joyce M. Gray, Procurement, Sacramento
 Jerry Mikuta, Communications, Oakland
 Deane Ceccon, Communications, Sacramento

2/13/75

John James, Jr., 308, San Francisco
 Volia Johnson, 308, San Francisco
 R. J. Upshaw, 308, San Francisco
 Linda A. London, Procurement, Sacramento

2/14/75

Louis McGrew, 308, San Francisco

2/18/75

Jim Rodoni, Accounting, Sacramento
 Eigi Yamamoto, Accounting, Sacramento
 Gerard C. Esker, Procurement, Sacramento
 David Davenport, Administrative Hearings, San Francisco
 Susan Lorenz, Administrative Services, Sacramento

2/20/75

Stephanie L. Purcell, Legal Office, Sacramento

2/25/75

Gary Burow, Data Processing Services Office, Sacramento

2/26/75

Wanda Jones, Data Processing Services Office, Sacramento

2/27/75

Janice Blakeway, Data Processing Services Office, Sacramento

2/28/75

Cherie Rowland, Accounting, Sacramento

3/1/75

John O. Bumpus, State Police, Los Angeles
 William M. Narzisi, State Police, Los Angeles
 Ronald W. Smith, State Police, Los Angeles
 Gary Garnas, Accounting, Sacramento
 Marna Johns, Data Processing Services Office, Sacramento

3/3/75

Edmundo Lopez, Procurement, Sacramento
 Barbara Nixon, Procurement, Sacramento
 D. J. McClanahan, Buildings and Grounds, Los Angeles
 J. G. Francesco, Buildings and Grounds, Los Angeles
 Ross L. Segroves, Fleet Administration, Los Angeles
 Garlena Junious, Administrative Hearings, Sacramento
 Stephen T. Moore, 306-821, Sacramento

3/10/75

Early B. Cooper, State Police, Los Angeles
 Mary Gratlan, Office Services, Sacramento
 Mary La Torre, Office Services, Sacramento
 Deborah Watson, Administrative Services, Sacramento
 W. Your (Ceta), Buildings and Grounds, Fresno

3/13/75

Kathleen Johnston, Procurement, Sacramento

3/17/75

Penelope J. Cravens, State Police, Sacramento
 James Jacobs, State Police, Los Angeles
 Rolland Johnson, Office Services, Sacramento
 James O'Brien, Legal Office, Sacramento
 C. A. Flucas, Buildings and Grounds, Los Angeles
 C. A. Reynolds, Buildings and Grounds, Los Angeles
 S. F. Laguer, Buildings and Grounds, Los Angeles
 J. L. Reed, Buildings and Grounds, Los Angeles
 R. W. Brown, Buildings and Grounds, Los Angeles

3/19/75

Joe Mangiaracena, Small Business Office, Sacramento

3/20/75

Russell Bunting, Administrative Services Office, Sacramento

3/24/75

R. R. Reimer, Buildings & Grounds, Area I
 William A. Strub, California State Police, San Francisco
 Artie L. Porter, Administrative Services Office, Sacramento

3/25/75

R. L. Ferrara, Buildings & Grounds, Sacramento Area IV
 E. D. Fowler, Buildings & Grounds, Area II

3/26/75

S. L. Carlson, Buildings & Grounds, Sacramento Area IV

4/1/75

L. A. Dunann, Buildings & Grounds, Area IV

