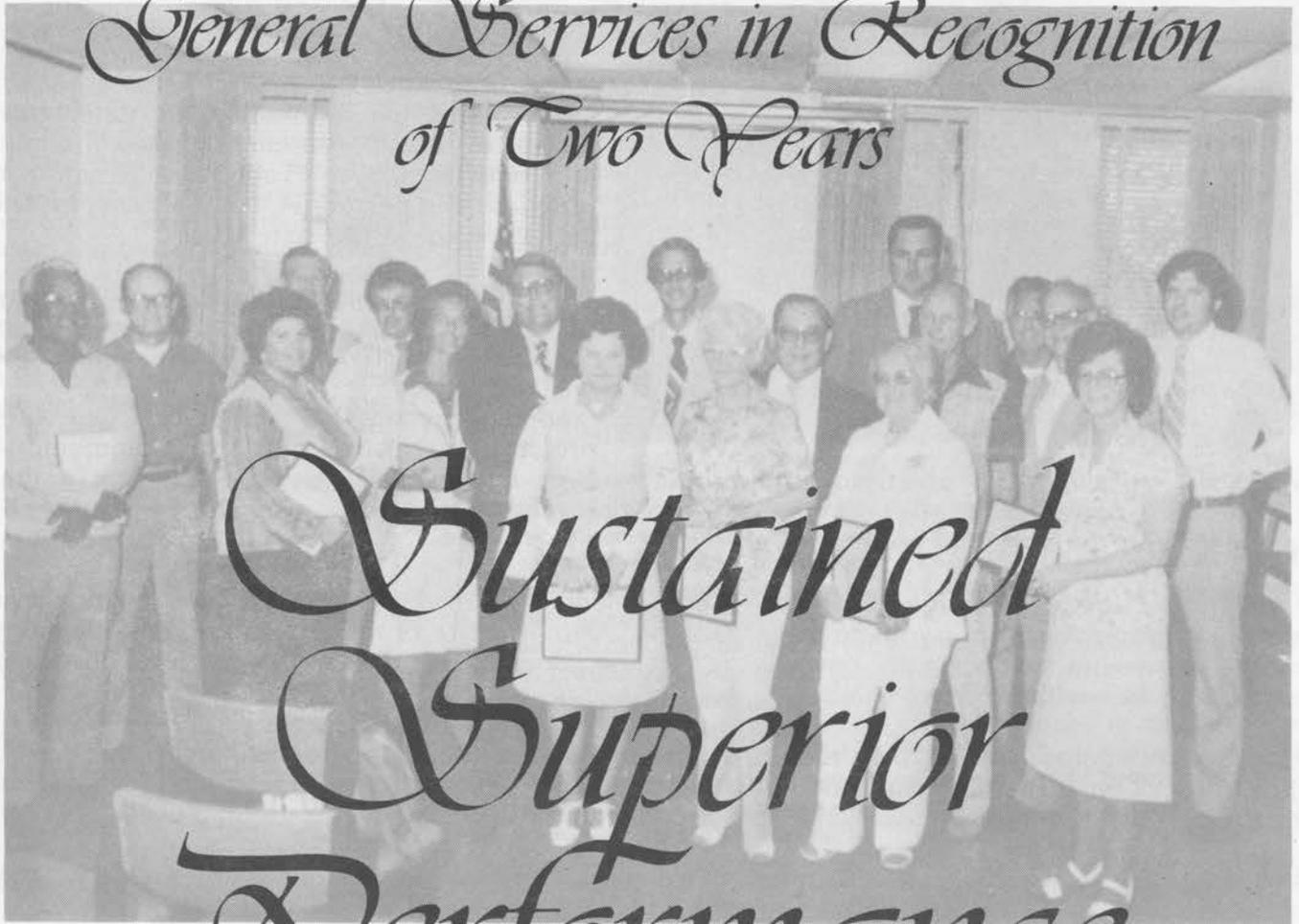




OUTLOOK

*The Department of
General Services in Recognition
of Two Years*

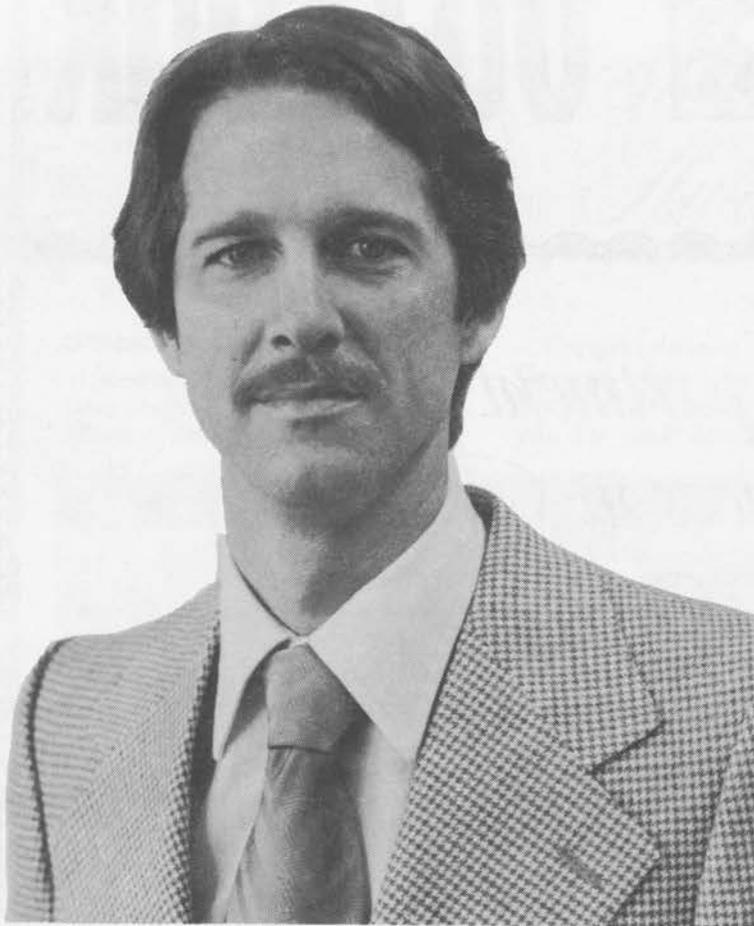


*Sustained
Superior
Performance*

JUNE 1978

RAP SESSION

*By David Janssen, Director
Department of General Services*



As the dust begins to settle, we are beginning to see the effects upon state government that the passage of Proposition 13 is bringing.

The Legislature has passed, and the Governor has signed a bill distributing the state's budget surplus to local governments. This will minimize the initial impact of Proposition 13 upon local programs and personnel, but it also necessitates a tightening up at the state level.

Yes, there is a hiring freeze, and there may be no cost of living pay increases this year—but, there are also no layoffs of state employees planned.

Some programs have been cut. Our satellite project, that many of you in Communications

Division worked so diligently and thoughtfully upon, has been cancelled. The end has also come for the Art in Public Buildings Program at O.S.A. and the proposed child care center program. Few areas of the department and the state will go untouched.

I realize that since the passage of the Jarvis-Gann Amendment, many rumors have been floating around concerning everything from layoffs to wage cutbacks. As in the case of these two examples, few of these rumors are based in fact. Most do, however, reflect the concerns we all share for our jobs, our personal welfare, and the welfare of our families.

I suggest that before you let these rumors overwhelm your sensibilities, you first contact our Personnel Office to check on their validity. We are not hiding anything from you. Indeed, we are working harder than ever to keep the channels of open and honest communication accessible to all employees.

We are faced with a challenge. To meet it, we need the input, commitment, and sacrifice of every employee.

Perhaps, when the dust has completely settled from the passage of Proposition 13, we will find that what the voters have left us with is an opportunity to improve our craft as public servants; and, an opportunity to improve the quality of the institutions of government to which we apply our craft.

Plant Graphics in Compleat Consumer Catalogue

by Ron Baxter
Office of State Printing

In 1976, 25,000 copies of the Compleat California Consumer Catalogue came off the press and became an instant success. It was, in fact, a sellout. Within three months an additional 50,000 copies were printed to meet public demand. Janice Lowen Agee edited and coordinated this complex project. It has been widely acclaimed throughout the news media and offered to the public at a nominal price (to cover production costs). Jan has a winner!

The Consumer Catalogue is a useful tool in today's complex commercial transactions and is beneficial to industry and consumer alike. Its 210 pages of tips and suggestions are alphabetically arranged for easy reference and explain consumer rights on more than 40 important topics. What to do after a problem arises is covered in a complete section of Recourses.

To keep pace with changing legislation and court decisions, the catalogue must be updated from time to time, and is now in its third



Graphic Arts Unit at the State Printing Plant. Photo by Carol Ross

printing. Copies may be purchased for \$1.85 by writing to:
Publications Section
P.O. Box 1015
North Highlands, CA 95660

Counter sales are handled at:
4675 Watt Avenue
North Highlands, CA 95660
(916) 445-1021

and all district Motor Vehicles offices.

The graphics of the Catalogue were done at the State Printing Plant. Working closely with Editor Jan Agee, the plant's graphic design staff accomplished the finished artwork in three weeks. Since a tight deadline schedule had to be met, no dummy (mock up) was used. This required a closely coordinated effort by everyone from the beginning. Rather than being restrictive, this approach allowed a smooth spontaneity making the Catalogue fun to read. It was also a fine example of cooperation in creative problem solving.

The Compleat California Consumer Catalogue is printed in brown ink on recycled paper with old-time cuts and illustrations making its wealth of information visually pleasing. The printing was done at the State Plant on a nineteen inch web press; one of the plant's many web presses. This volume required 50 plates and was printed, bound and delivered in 90 days — record time considering an average of 1900 jobs per month are processed through the plant.

The product — The Compleat California Catalogue — is well worth

that effort. Jan and all the contributors can take pride in a timely work of nation-wide interest. Jan was honored in September of 1977 in Washington, D.C., by the National Press Club where she received the — "Best Consumer Book of 1976" award. This award is given annually to the best publication of its kind and had never before been awarded to a government publication.

The Compleat California Consumer Catalogue is one of the items selected to be placed in the time capsule of the cornerstone of the Capitol. The capsule will be opened in approximately 100 years giving future generations some insight into today's life style.

Among some of Jan's upcoming projects is one of special interest to consumers — a board game called "You'd Better Shop Around." It is probably best described as an "anti-monopoly" game. The game is part of a teaching package on consumer action which includes a manual, poster and game designed by the Office of State Printing specifically to compliment the catalogue. The project is funded by a grant from the U.S. Department of Health, Education and Welfare.

The game's purpose is to promote awareness of the consumer's rights and responsibilities. To win, the player must know the right answers which can be found in the Catalogue. It is scheduled to go into production in September and if its enthusiastic reception by sample groups is any indication, it looks as though Jan has another winner to her credit.



A Manual of Death Education and Simple Burial. Ernest Morgan, Colo Press, 1977. \$1.50. Discusses funerals, burial societies and includes a list of these societies located in the United States and Canada.

On Death and Dying. Elizabeth Kubler-Ross, M.D., MacMillan, 1969. \$1.95. Covers many of the psychological aspects of death.



Furniture Furniture. You sit on it — lie on it — eat on it — drink on it — it's hard — it's soft. It's wooden, metal, fiberglass. It's usually not cheap, but most people have at least a few pieces. You buy beds to sleep on, carpets to walk on, chairs to sit on. But what many people don't realize is that there is more to furniture than whether it's Chinese Modern or French Provincial, Early American or Danish. Structure and quality are as important as appearance, and the following will help you know what to look for when you go furniture shopping.

Some General Tips

1. Decide what price of furniture you want to buy, where it will go, and how it should blend with the rest of your furniture.

2. Decide how much you can spend without

having to worry so much about payments that you can't enjoy the furniture.
3. Choose a few stores with good reputations within your spending bracket. You will have to rely to a great extent on the store and salespeople to tell you about the furniture's quality.
4. Measure your room to see if the furniture you want fits.
5. Don't rush. Shop around to compare prices. Ask questions about delivery and installation charges, adjustments for unsatisfactory service, guarantees, and policies for credit. Watch out for high interest rates.

CASE GOODS

Case goods is a term used by the furniture industry to refer to furniture that is usually wood and not upholstered — such as tables and desks. You should know about the kind and quality of material used, as well as the piece's construction.

What's It Made Of?

The most frequently used material for case goods is wood. High quality wood comes from hardwood and lower quality wood and outdoor furniture is made of softwood. These woods are less expensive, lack distinctive grain and are less durable. Sometimes you can't tell by the name alone which woods are high quality hardwood or less expensive softwood. For example, high quality pine wood is expensive and lower quality softpine is inexpensive.

One indication of better wood is that the grain runs straight across the surface; a cross-grain is not a good wood. You may have to rely on the salesperson to point out these differences to you.

Solid wood furniture shows the natural grain of the wood. Solid wood's advantage is that the surface is not apt to peel or loose, and it can be easily repaired or refinished.

It is illegal to label wood inaccurately, but you must be very cautious of labels reading "walnut finish" or "walnut-like." This means that the finish applied to the wood only makes it look like walnut or that the wood is just similar to walnut.

Veneer wood is common wood. They are usually between 1/8 and 1/2 of an inch and are



Spar is Born

TRANSACTIONS

The Administrative Code, for those unfamiliar with it, is the compilation of regulations (rules, orders, or adopted standards), which implement, interpret, or make specific, the law pertaining to a State agency.

Approximately 150 agencies contribute to the code. It currently consists of 36 volumes containing 25 titles. It has about 25,000 pages in it and is currently in the process of being indexed.

The code affects just about everyone because its regulations govern a multitude of activities ranging from gapper clam hunting season to CAL/OSHA safety standards.

Changes to the code are made public, by publication, in the Administrative Register.

Currently, the Administrative Registers are not always compiled, printed and distributed by the time new regulations have become effective. When one realizes that there are 26,000 paying subscribers throughout the state waiting to get these changes on a timely basis; and, that these regulations carry the effect of law; and, that ignorance of the law is no excuse, even if the law hasn't been published yet — well, one can see that late publication of the Registers might tend to cause some concerns to many people. Enter SPAR.

SPAR is the acronym for the Streamlined Publication of the Administrative Register project. Headed by project manager Clare Bluemel, SPAR is seeking ways to deliver the registers in a timely manner and to reduce the cost of the registers to subscribers. Essentially, a task force of representatives from General Services divisions involved in producing the Registers, SPAR will be seeking the cooperation of agencies which contribute to the registers to input their ideas and suggestions for improving the process. The task force will also be examining methods used by the contributing agencies and will provide feedback to them on possible changes they could make to ensure timely processing of their regulations.

So far the task force has discovered that one of the most frequent causes for delays in printing of the Administrative Register, is agencies changing regulations and then changing the changes before the first changes are out.

The task force has already come up

with one method of minimizing the effects of this on the publication of the Register and hopes for even more improvement in the future.

Mr. Bluemel believes that there are also many potential improvements in the processing of the Register to be made within General Services. The task force is examining procedures used for compiling the Register at the Office of Administrative Hearings, the methods used for printing it at the Office of State Printing and how it is being distributed by the Office of Procurement.

With the cooperation of all the divisions involved in producing the Registers and all the agencies involved in contributing regulations to it, SPAR should be a most successful operation.

It's called Transaction, and what goes on in this unit has a direct impact upon you from the day you're first hired to the day you retire. Of all the units in General Services, it undoubtedly is the one with the most widespread impact upon every departmental employee.

The Transactions Unit, a part of the Personnel Office, has two offices. The main office is located in OB #1 and a branch office at the State Printing Plant.

The Unit is composed of 27 Personnel Assistants (PA's, at various levels from trainee to Personnel Assistant IV). Assignments in the Unit are generally by division, with more than one PA having responsibilities for some of the larger divisions, such as Buildings and Grounds and the Office of State Architect. In addition

to caring for our own department, the Unit also provides contracted services to 24 boards and commissions.

The Transactions Unit has a variety of duties including, the processing of new hires, separations, salary changes, compiling attendance and leave balance records, and administering numerous programs and benefits.

The nature of the work done by the unit places those who perform the work, the PA's, in a unique position.

Though most of the work performed by PA's falls under the category of clerical, the complexity of the work, the number of manuals and reference materials used, the need to use independent judgment and the public relations requirements of their position, really place Personnel Assistants at a para-professional level.

Variety, Challenge, and Importance

There are few PA's who would argue that their work is not challenging. Most would also agree that the variety and the importance of the job make being a PA interesting, to say the least.

"I've been at it for a few years now," states one PA, "and with the continuing changes in regulations and procedures, I can still find something new about the job."

The changes in the regulations and procedures that keep the job interesting and challenging aren't instituted to insure that PA's will have to keep on their toes. Transactions supervisor Artie Porter views that challenges of Personnel work, and those challenges that face her unit particularly, as caused by, and reflective, of the changing emphasis and demands society is placing upon the work place.

"Affirmative action, increased demand for training and upward mobility opportunities, and employees seeking greater job benefits and job satisfaction have had a dramatic impact upon us," she states. "I believe it's increased the importance of our role in the department, and also increased the pressures upon us to ensure that



Clare Bluemel

(Continued to page 9)

1978 Sustained Superior Performance Awards

For four years now, the Department of General Services has participated in the Merit Award Board's Sustained Superior Performance Award program. This year, 18 employees received awards of \$150, in recognition of their superior contributions to their jobs.

In presentation ceremonies held on May 31, Director David E. Janssen told the employees receiving awards

this year that, "I view the presentation of these awards to you as a means of recognizing the contributions you all have made to this department. Your presence here indicates that for the past two years, and in most of your cases longer than that, you have been giving the extra effort, and making the sacrifices to ensure that your jobs are carried out successfully. You all deserve this recognition, and it is an

honor for me to present these awards to you."

Also speaking at the presentation was Merit Award Board Chairperson, Mary-Lou Smith. Ms. Smith stated that the awards not only reflected upon the employees who received them, but, ". . . they also show the sensitivity of your supervisors who nominated you, and who realize that recognizing excellence in employees is important."



Larry Buczyk

LARRY BUCZYK - Associate Land Agent - Real Estate Services

He has been with R.E.S. for 2½ years. In that time he has attained an above average degree of skill and technical expertise that has placed him in a position to handle the most difficult evaluation and appraisal assignments. His expertise allows for a great deal of management flexibility in that his superiors feel extremely confident in assigning him to any project.



Joe E. Blair

JOE D. BLAIR - Printing Process Planner - Office of State Printing

Has demonstrated ability to accept special challenges, and carry them to successful conclusions. Most recently he has worked on system of cost estimating via data processing equipment.

His supervisor states:

"Mr. Blair has an excellent service record. . . in my opinion Mr. Blair has upgraded the standards of his current position by accepting responsibilities that exceed his job specifications."



Robert Donner

ROBERT G. DONNER - Associate Land Agent - Real Estate Services

In his role as an acquisition agent, Bob Donner has put forth maximum effort to produce work at a volume far above the standard.

He has acquired significantly more property for the State of California in dollar value than any other agent in his office. These were difficult acquisitions in many cases, requiring a high degree of skill and much time and effort. Most of his workload was in Southern California, necessitating much travel time as an additional hurdle in accomplishing his outstanding record. Many of his contacts with property owners had to be made in the evenings to accommodate property owners' schedules. Many of his successes came on parcels given to him because they were too difficult for less experienced agents.



Helen Cummings

HELEN CUMMINGS - Office Assistant II - Office of State Printing

She maintains a complicated payroll for over 100 employees with multi-rate classes on a per diem basis. Supervisors state she has performed at a capacity that is above the normal for the past 3½ years. Her acceptance and understanding of her responsibilities is outstanding.

ESTHER DEOGRACIA - Office Services Supervisor II - Procurement

The superior performance of Mrs. Deogracia over the past two years is

(Continued)

 (Continued)

best demonstrated by the smooth operation of the complex clerical units she supervises. In addition, Mrs. Deogracia has made very



Esther Deogracia

valuable contributions in the following areas (1) played a key roll in the conversion of the Office of Procurement to the OP II Computer System (1976), (2) effecting the smooth transition from a manual billing process to a computer generated one, (3) established billing procedures and percentages based on a number of varied and complex factors in 1977, (4) in addition, Mrs. Deogracia has been given many special projects such as; working very closely with Records Management on forms, Office Services in the reproduction unit, and is now serving on the panel for General Services Departmental Clerical testing. Her performance on all these projects has been superior and as a direct result of her contributions these projects are effective and operating efficiently.



Julius Montoya

JULIUS MONTOYA - *Compositor - Office of State Printing*

He is a highly efficient and dedicated employee. His critical scrutinization of job tickets has on many occasions brought discrepancies to the attention of the planner and supervisor which has resulted in savings of time and cost.

JEROME J. NASH - *Printing Trades Assistant II - Office of State Printing*

Mr. Nash has been a dedicated employee for 23 years at the Office of State Printing. Listed below are some of the functions performed by Mr. Nash which are not considered normal PTA duties.

1. Purging of flimsey file.
2. Storing and keeping records on final Journals, Histories, Public Utilities and Equalization jobs.
3. Matching split ticket jobs that are of a rush nature.
4. Finding and matching supplied materials and job tickets so they may be worked.

Working closely with production control in order that scheduled jobs meet their deadlines.



Jerome Nash

ROBERT A. HAWKINS - *Building Manager - Buildings and Grounds*

He is respected by clients and subordinates alike. He has successfully handled difficult assignments such as that of liaison between the tenants (non-State employees) of the Haslett Warehouse and DGS. He consistently exceeds normal and expected standards of performance. His management policies have met with a great deal of success in many areas. He has received numerous letters of commendation including letters from Bobbie Metzger, Ass't. Press Secretary to the Governor and Justice Wiley Manuel.



Robert Hawkins



Kenneth Peckinpaugh

KENNETH O. PECKINPAUGH - *Compositor - Office of State Printing*

Mr. Peckinpaugh's overall knowledge of the plants operations combined with his willingness to take initiative in recommending costs savings in job production based upon his knowledge, places him among those employees whose performance may truly be deemed outstanding. He has helped in setting up and providing training for new employees. He conducts his work with a minimum of supervision and aids in the supervision of other employees.



Robert Kelly

ROBERT B. KELLY - *Photocompositor - Office of State Printing*

Individual effort on the part of Bob has created a program for the setting of titles. His program has been incorporated into almost every job printed at the Office of State Printing, including Bills, Chapters, Codes, and all other Legislative publications. His "routine" has also been incorporated into all annual reports published by the Secretary of State and Controller as well as the printing of the Governor's Budget and Budget Analysis.

His personal efforts, at his own expense and time, to further his knowledge of data processing and unselfish devotion to his job has helped in the betterment of all those with whom he is in contact.

ESTELLE SAIA - Senior Account Clerk
- Office of State Printing



Estelle Saia

Mrs. Saia prepares orders for printing related materials which amount to more than \$10,000,000.00 annually. The critical nature of the accuracy of her work is magnified in that it deals with quantities, sizes, weights and colors. If an extra zero is added, if a digit is left off, if the wrong color is added, a tremendous amount of time and money could be lost.

Mrs. Saia is constantly making suggestions on improving the efficiency of the Material Control Section. As a result of suggesting a contract be established on Gummed Paper Sulphite Bristol, rather than continue the use of purchase estimates, the Office of State Printing has realized a savings of fifty per cent (50%) in delivery time.

EUGENE PIERACCI - Budget Analyst
- Administrative Services Division

He is viewed by his peers and the departmental managers to whom he provides budget services as an individual to depend upon. He performs duties associated with his assignment in a very timely fashion and with a degree of proficiency which is far above average.

He has been assigned departmental budget responsibility for capital outlay projects for the past two years. He has developed a process to help project managers meet specific time frames for capital outlay projects. This process specifies when each facet of a project should begin and be concluded to negate reversions of funding appropriations and to assure completion of the total project by desired dates. The process has enabled top management to perceive deficiencies associated with capital outlay at the early stages so planned alternatives may be undertaken.

SHARON KASHUBA - Staff Services Analyst - Real Estate Services

During the past two years Sharon Kashuba has contributed above and beyond the standards usually expected of her civil service class, resulting in an exceptional contribution to State government.

As a Senior Stenographer she led and inspired a staff of 12 to perform at a level which produced a work product consistently above both the quantity and quality accepted as standard for State government.

More importantly, during the past twelve months, as a Staff Services Analyst, she has served as staff to the Public Works Board. She has demonstrated exceptional adaptability to learning the intricacies of State government capital outlay funding. She has concurrently shown initiative by coordinating the Board's activities with the staff of



Sharon Kashuba

Real Estate Services, the Department of Parks and Recreation, the Department of Finance and 17 other State agencies.

Her efforts have materially contributed to the efficiency of the Board, resulting in the approval of projects in a higher volume and monetary amount of any yearly period in the history of the State Public Works Board.



Eugene Pierachi

UEL BURT - Plumber - Buildings and Grounds

Employee not only maintains his regular workload and maintenance schedule, but has also done special projects such as the design and installation of a new water pressure system to serve OB#1 and Library and Courts.



Uel Burt

MELVIN O. WORREL - Staff Services Manager I - Buildings and Grounds

Mr. Worrel has developed numerous innovative systems of internal fiscal controls and procedures within Buildings and Grounds Division. With the Division's annual budget approaching \$30 million, he must be given the highest recognition for the fiscal responsibility he has promoted throughout the Division, saving the State thousands of dollars. Such was recognized in a recent audit report.

He developed the use of blanket



Melvin O. Worrel

funding for janitors which saved the State many hours of processing personnel transactions while initiating an excellent fiscal control over expenditure of these funds.

He developed an automated building cost accounting system which is a model for other building maintenance organizations both in government and private industry.

His conscientious and untiring effort is directly responsible for the Division's reputation for running in a sound fiscal condition.

 (Continued)

LORETTA SARMENTO - Office Assistant II - Real Estate Services

Loretta Sarmento has been employed by RES for the past two years. During that entire period of time her performance has been well above the accepted standards as to both quality and quantity. Add to this performance an attitude of diligence, cooperation, intelligence and pleasant demeanor and you have this employee.

In addition to her regular duties, she filled in for the employee in charge of files, equipment, and phones while that employee was out for an illness. She was able to handle both her own desk and Acquisition desk during a prolonged absence. Certain reports which required much ability to combine and coordinate information were turned over to her because of her adaptability and versatility in understanding a wide variety of concepts.



Lorretta Sarmento

MILDRED HAYES - Senior Stenographer - Office of the State Architect

She has readily accepted more complex assignments, and has worked in areas one would associate with a higher level position. She has demonstrated initiative, and developed many office procedure improvements, including a card file which has proven invaluable for those who work in the District Construction Office.



Mildred Hayes

PHILLIP J. TAYLOR Associate Leasing Officer - Space Management Division

As an Associate Leasing Officer in charge of San Diego, Orange, Riverside, and Imperial Counties, Phil has one of the largest and most diversified assignments in the State and one which also includes a major metropolitan area. Whereas the normal workload for a Leasing Officer is 35 projects, Phil has consistently maintained a workload of 50 plus projects. The lease rates he

has negotiated for the State are consistently the most cost-effective for the properties involved.

Phil's work is always of the highest quality and he takes the initiative in streamlining and improving office procedures and leasing tools. He is able to run his area with minimum supervision and maximum autonomy

(Phillip Taylor was unable to attend presentation.)

Vacation Bound? State Police Issues Warning

Chief Bill Skelton of the California State Police, asks all state employees to help reduce the surge in burglaries which result each summer when families leave their homes for vacation trips and weekend outings.

"June is National Burglary Prevention Month and the State Police wants to help state employees 'put the odds in their favor,'" Chief Skelton said. "By learning and practicing a few simple home protection hints, employees can effectively keep their homes from falling victim to a burglar during the vacation season." The Chief further said, "that failure to follow the fundamental techniques of home protection causes most of the home burglaries which occur every year in California."

The following suggestions will make the average house a much tougher target for the burglar:

1. Close and lock all doors, including porch, basement and garage. Use pin-tumbler cylinder locks on outside entrances and safety latches on the windows.
2. Connect a lamp to an automatic timer to turn lights in the home on and off each evening. Since sound is a deterrent, connect radio or TV to a timer.
3. Light porch and yard with outdoor lights to increase the likelihood that an attempted burglary would be seen. These lights can also be timer-controlled, if desired.
4. Be sure all screens are fastened from the inside.
5. Never leave valuables lying around, keep them in a safety deposit box.
6. Notify your local law enforcement agency when leaving and

how long you expect to be away.

7. Cancel all deliveries, such as the milk, laundry, and cleaning. Be sure to discontinue the newspaper or arrange to have it sent to your vacation address.
8. Have a neighbor or your post office hold all mail.
9. Arrange with a friend to mow the lawn, sweep the sidewalk once a week, and pick up any circulars or handbills that may be left on the premises.
10. Leave shades or blinds as normally done; closed blinds keep the sun out, but also make an effective screen for a burglar.
11. Never advertise your departure with an item in the local paper. Give the story about your vacation to the newspapers afterwards.

Chief Skelton emphasized that there is no such thing as a "burglar proof" home, but the above suggestions will help to protect your home.

The Department of General Services is no longer scheduled to occupy the climate responsive building to be erected in Sacramento on Capitol Area Plan Site 1A.

General Services will be assigning space in the new building to offices which are currently part of the Department of Health.

Because the proposed building site is directly across the street from the Twin Towers buildings (which currently house many of the Department of Health offices), this reassignment will facilitate better coordination of the various activities of the Department of Health.

Transactions (Continued from page 4)



Transactions Branch Office at the State Printing Plant

each employee is receiving every benefit to which they are entitled.”

One of the most visible changes taking place in society is the breakdown of sexual barriers in employment, and subsequently, one of the most obvious changes going on in the Transactions Unit right now is the increase of male personnel assistants. Aside from the fact that being a PA is a non-traditional role for a male to be in, the addition of male PA's has had one particularly positive affect that many of the female PA's particularly delight in — employees will now have to dwell more profoundly on

what might be the actual cause of an error on their paycheck before blaming a mistake on the “Girls” in personnel.

Job with Responsibility

The responsibilities of Personnel Assistants involve more than insuring that every employee receives their check on time and for the correct amount. Though processing payroll is a prime responsibility, and one taken quite seriously, it is only a part of the efforts PA's make to insure that each employee in their assigned divisions are receiving all the benefits to which they are eligible.

Among the programs Personnel

Assistants become involved in is the orientation course for new employees. Produced jointly by Personnel and the Training Office, this class informs new employees about such State benefits as health insurance, non-industrial disability coverage, and Worker's Compensation.

A prime function of the Personnel Office as a whole is to act as liaison with various control agencies, such as the Personnel Board, the Controller's Office, the Retirement System and many others. Personnel Assistants are no less involved in this process than the professionals in the office. The Personnel Assistants must interpret the rules made by these agencies and apply them to specific cases. Because of this there is quite often a great deal of depth and complexity of research involved in the processing of just one transaction. It is not unusual for two or more control agencies and countless manuals to be consulted in the handling of just one appointment.

The job of the Personnel Assistant is challenging and interesting and it serves a very important purpose — to ensure that every effort is made to give each employee the full and timely benefit of employee benefits. The transactions unit is there to aid the employees of this department. Any employee who cannot find a satisfactory answer to a personnel problem after checking with their attendance clerk or unit supervisor is encouraged to contact their Personnel Assistant by either calling 445-8590, (ATSS 485-8590), or by coming to the Personnel Office for assistance.

Transactions Unit Supervisors . . .



Mary Ann Haines



Artie Porter



Cheri Hebb

Merit Awards - Sewing Leads to Saving

One of the most novel suggestions to come through the Merit Award Board in some time, was submitted by Mrs. Ruth L. Woods, Bindery Forelady, now retired from the State Printing Plant. Just prior to retirement, Mrs. Woods was working on a 3-part set job, when it was discovered the job was run incorrectly. The job was to have been run with two perforations on the original of the set, but was run instead with only one. This error was not discovered until the job had been completely gathered.

Mrs. Woods came up with the idea of perforating the top sheet with a sewing wheel used in dressmaking. Her idea saved \$4,303.19, and insured the job would not have to be reprinted.

For her suggestion, Mrs. Woods will receive an award of \$215.

• • •

Mrs. Mary E. Harris suggested that the responsibility for initiating and completing DMV Form Reg. 138, be placed with the disposition desk at Fleet Administration Division, for vehicles sold or transferred to another agency through DGS.

Turns out, we make about 656 of these types of transactions a year. Under the old method of handling the 138 form, approximately 15%, or 93 transactions a year were getting fouled up a bit. Whenever this happened, many hours of research and back tracking was required to get all the paperwork straight.

With the suggestion of Mrs. Harris in effect, there should be no further problems with misplaced or incomplete paperwork. The department will be saving \$733 from the idea, and Mrs. Harris will receive an award of \$75.

• • •

Did you notice a change in the voting envelopes during last years PERS elections? You should have; for DGS employee Michael Willis suggested change in the envelope that saved \$275.

In years past, PERS has only listed a P.O. Box on the envelope, necessitating that all envelopes be returned

via the mail. Mr. Willis suggested adding the street address also, so people in the Sacramento area could return their ballots by interagency mail thereby saving the 16-1/2¢ charge on each envelope.

Mr. Willis will receive a \$30 award for his money saving suggestion.

• • •

There is almost nothing more detracting from the appearance of a building than graffiti spray painted on the exterior walls. Constantly being required to repaint walls to cover it up, can also become quite expensive.

If one paints an exterior wall however, with anti-graffiti (Chemically resistant) paint, graffiti removal can be as simple as a quick spray down with a hose.

Mr. Robert Jay, a leasing officer with Space Management, suggested that the State should implement the use of anti-graffiti paint in area of proven high vandalism rates. Mr. Jay's suggestion earned him \$45 for improving procedures.

Self Insurance Saves

It may not always be true that if you want something done right, you should do it yourself — but in the case of one State program, doing it ourselves has proven right for the pocketbook of California's taxpayers.

The State's Motor Vehicle Self-Insurance Program, which began July 1, 1977, is saving \$3 million in its first year of operation. Administered by the Department of General Services, the self-insurance program covers nearly 28,000 state owned vehicles.

According to the State's Insurance Officer, Eugene Marquart, the savings of \$3 million is the difference between the \$2.2 million cost of the program, versus the \$5.2 million it would have cost if the state had continued to carry commercial insurance.

"Essentially," states Mr. Marquart, "we found it was cheaper to handle the costs of our liability in motor

Park & Ride

For State employees working in downtown Sacramento and having a tough time finding a parking space — we got good news — and we got bad.

First the Bad.

As construction gets underway in the Capitol Area Plan, the parking space shortage is going to become acute. Those vacant lots upon which state employees have been parking are, for the most part, slated to have buildings on them in the not too distant future.

Though some new State garages are going to be constructed downtown, as part of the Capitol Area Plan, parking spaces for state employees in the downtown core area will be hard to come by for the duration of the planned office building program.

Now, the Good.

We know that state employees must be able to get to their offices somehow. That's why the Department has been encouraging the formation of car pools, providing bicycle and motorcycle lockers, and supporting variable work scheduling for the convenience of Regional Transit commuters.

We've also been developing peripheral parking locations, where state employees may park their autos and board a shuttle bus to get to their offices.

The opening of the first of these peripheral parking locations was marked by a rather modest ceremony May 1, 1978.

In attendance at the ceremony were David E. Janssen, Barry Wasserman, Dale Garrett, Lester Riggins, Ed Polanco, Joe Blea, and Dick Newkirk of our Department. There were also representatives of Sacramento Regional Transit and the

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vehicle accidents than to carry the insurance premiums."

Mr. Marquart is quick to add that it is the size of the states motor vehicle fleet that makes the program possible and would not recommend this approach for smaller fleet users, certainly not for the average driver.

GENERAL SERVICES PEOPLE



Twenty-Five Year Service Award recipients and presenters gather at O.S.A. (l to r) Fred Galliani, Larry Guthrie, Barry Wasserman, Joe Chan, Lou Desch, Kenny Lee and Bruno Pistoires.

Congratulations to Deputy Director **Julian Camacho**, who successfully completed the grueling Boston Marathon this year. His time was under three hours and thirty minutes.

• • •

In one of the most serious sports we know of, State Police Officer **Wayne Spencer** has once again distinguished himself. For the fifth year in a row Officer Spencer qualified for the California Combat Association Governors Twenty.

The Governors Twenty is comprised of the top twenty competitors in association pistol meets, based upon their average scores for the entire year.

Officer Spencer, who is a 32-year veteran of the State Police, also lead the State Police Blue Pistol Team to a spot in the Combat Associations' Top Ten Teams.

• • •

We want to wish **Lew Clingan** all the best in retirement. Mr. Clingan, former Chief Deputy Director and long time Chief of Buildings and Grounds, was given several retirement send offs.

Those that know Lew will have little trouble figuring out what his plans for retirement are.

Also retiring from B&G are **Robert "Bob" Drew** and **Mel Worrel**.

The Office of Procurement gave a retirement luncheon for 19-year veteran **Daisy Pennock**. Though the whole office will miss her, Chief

John Babich heads the list—Daisy was his secretary.

• • •

Turning to politics...Congratulations to **Jennifer Stanley** of the California Office of Minority Business Enterprise. In the recent election, she was successful in her bid for a spot on the Sacramento County Democratic Central Committee.

• • •

Remember the Squaw Valley tram accident last April? **Austin Squire**, senior telecommunications technician from Communications Division's Truckee Radio Maintenance Shop does.

He was requested by the Department of Transportation to bring the Comm. Div. snow cat to Squaw Valley to aid in emergency transportation of the tram accident victims.

Mr. Squire arrived at Squaw Valley 45 minutes after being called and was immediately put to work.

He began by transporting five rescue workers and a guide up the mountain to the accident site. The trip up took about 40 minutes. After a short wait, he then transported five accident victims, two of whom were critically injured, down the mountain.

All together he made five trips, in blizzard conditions, to transport some of the victims from the accident site to the bottom of the mountain.

Mr. Squire returned home at approximately 2 a.m. the next morning after assisting for six hours.

The Communications Division snow cat was apparently the only one available in the area that had a fully enclosed cabin large enough to carry passengers—an extremely desirable feature for transporting critically injured accident victims.



(l to r) State Police Chief William Skelton, Lt. Governor Mervyn Dymally and Officer Wayne Spencer, attending Combat Association Awards Dinner. This is the fifth year in a row Officer Spencer has been named to the Governors Twenty by the association.

State of California
State and Consumer Services Agency

**DEPARTMENT OF
GENERAL SERVICES**

EDMUND G. BROWN JR.
Governor

LEONARD GRIMES
Agency Secretary

DAVID E. JANSSEN
Director

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Service Awards



Congratulations are in order for ten employees of the Department of General Services who have completed twenty-five years of service with the State within the months of May and June. Best wishes to all of you and thank you for your contributions to our Department and the State of California!

MAY

- Isao Ota Communications
- Robert Bietz Real Estate
- Fred Shepherd Buildings and Grounds
- Masao Hayashi Buildings and Grounds
- Joe Chan State Architect
- Kenneth Lee State Architect

JUNE

- Patricia Machado Local Assistance
- Elizabeth Turner Buildings and Grounds
- George Yowell Buildings and Grounds
- Dale Rittmann State Architect

PARK AND RIDE

(Continued from page 10)

Department of Transportation, including their Director, Adriana Gianturco.

The significance of the opening and use of a peripheral parking lot, where employees may park their cars and board a shuttle bus to get to their work locations, was highlighted in remarks made by Director Janssen at the ceremony.

He pointed to the lot as the, "... first visible step in implementing the Capitol Area Plan."

Director Janssen also noted that the use of a peripheral parking lot with a park and ride system, "... projects the new directions that government is taking in encouraging alternate transportation systems, and an overall concern for the protection of the environment and conservation of resources."

The fee for the new lot is a modest \$6.00. This sum covers both an employees parking space and a monthly bus pass good for the

shuttle only. Car poolers pay nothing extra, as each member of the car pool receives a pass at no additional charge.

Priority for allocation of space in the new lot will be given to those employees losing their parking space due to construction.



Dept. of Transportation Director Adriana Gianturco and Director David Janssen opening Park and Ride Lot in Sacramento.