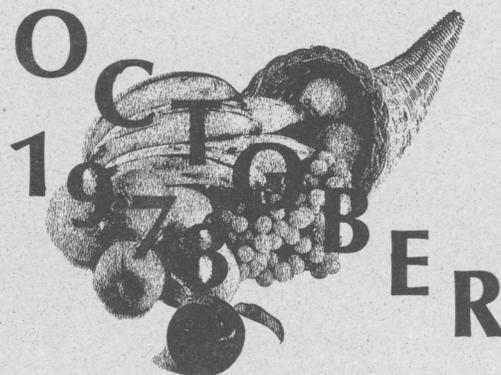
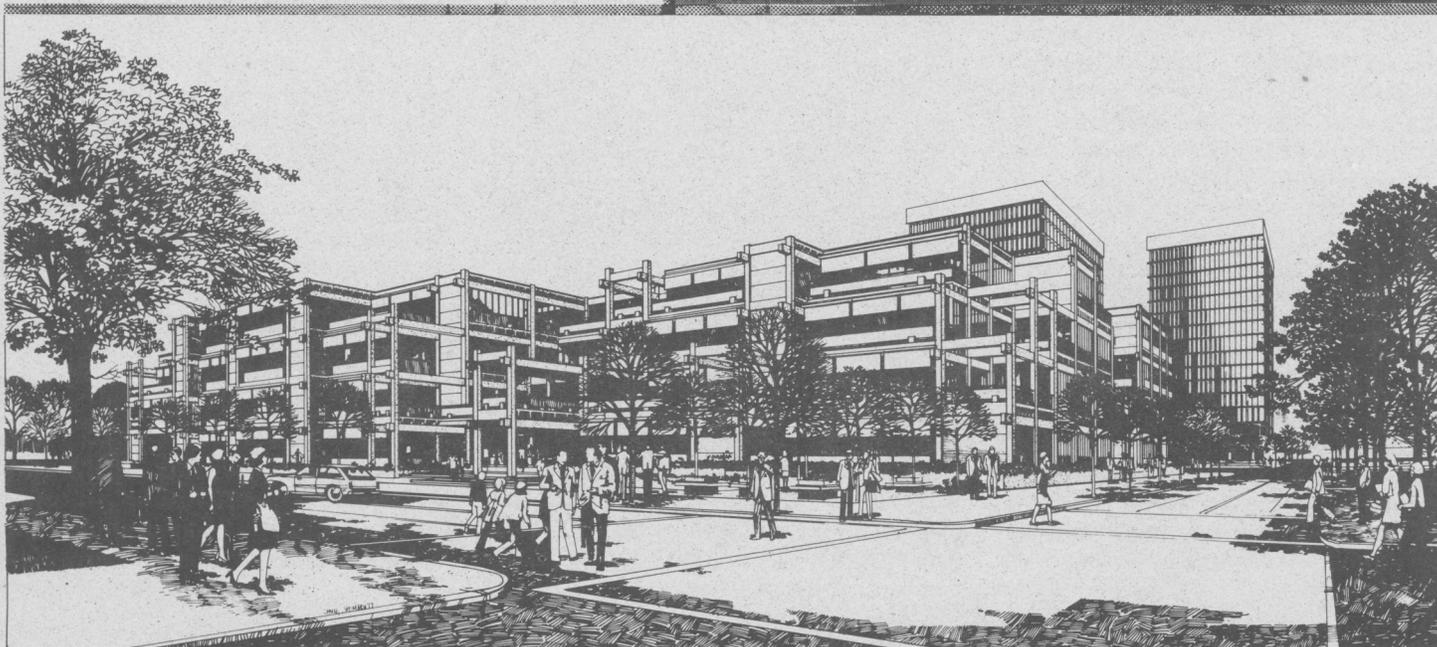
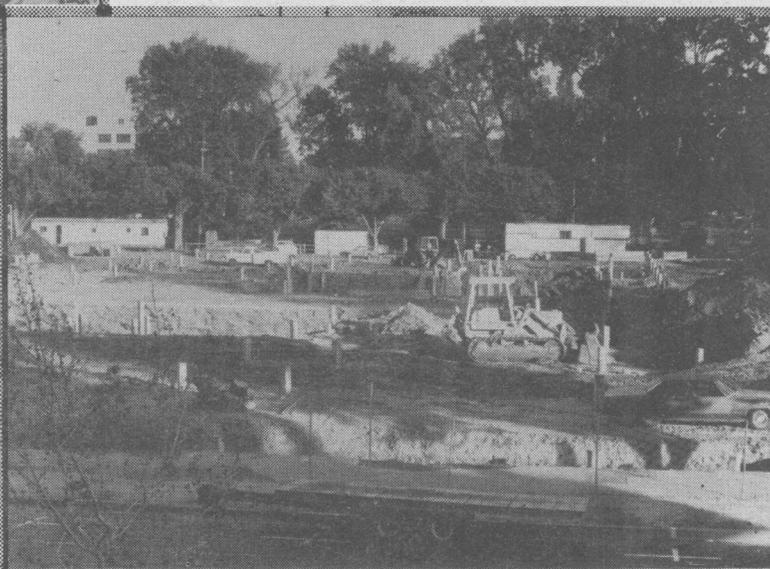


OUTLOOK



Above — L to R, Sim Van der Ryn and David Janssen look on as Dean Jacobs of Continental Heller, and Barry Wasserman, newly appointed State Architect, sign the contract for construction on Site 1A in downtown Sacramento. Center — This is the site at beginning of construction. Lower — . . . and how this climate responsive structure will look when completed.



NEW CHIEF IN MANAGEMENT SERVICES. . .

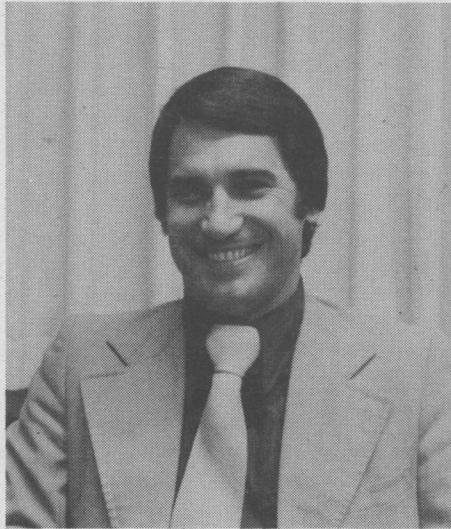
The new Chief of the Management Services Office, Carl Carmichael, is a person familiar to all in the department who have had the dubious honor of getting involved in the budget process.

Mr. Carmichael came to the department in 1969. For the last four years, he has been the Budget and Planning Officer. In this capacity, he has had the opportunity to gain a rather thorough knowledge of all the department's operations. This knowledge should prove a valuable asset to him in his new assignment.

The Management Services Office provides accounting and EDP support services to the department, and several Boards and Commissions. It also provides EDP Education to all departments.

As a manager, Mr. Carmichael describes himself as a person more concerned with results, than the process involved in achieving them.

"I believe in giving people broad latitude in their work," states Mr.



Carl Carmichael

Carmichael. "It is my responsibility as a manager to set guidelines and priorities, but it is the staff which has the expertise to get the work done to meet these."

How will the switch in roles from

Chief internal department critic to Chief of a line unit affect his management style?

"I really don't perceive that happening," he states. "I'll still be in a role of providing direction for the skills of others."

Mr. Carmichael hails from Redding. He and his wife Sharon have two children.

As ex-paratrooper, Mr. Carmichael believes in keeping in shape and is active in softball, basketball, hunting and fishing.

Mr. Carmichael graduated from Sacramento State College with a BA in Business Administration.

Confident about his ability to meet the challenges of his new job, he is also excited.

"MSO is going through some interesting changes right now. The new Accounting Manual is out, and there are some projects underway that I look forward to participating in," Mr. Carmichael concludes.

AND NEW SPECIAL ASSISTANT TO THE DIRECTOR.

There is almost an air of excitement surrounding our Department's Capital Outlay program. After all, it has been ten years since the state undertook a building program anywhere near the size of the one we currently find ourselves putting together.

Mixed with the excitement though, there is also a feeling of responsibility. It comes from the realization that the decisions we make now will have an impact and effect well into the next century.

It is not surprising then, that departmental management wishes to thoroughly scrutinize each project — each step of the way.

To do this, a Facilities Planning Group composed of members of the Office of the State Architect, Facilities Planning and Development, Space Management, Buildings and Grounds and Fleet Administration has been established. Additionally, the Director has appointed Mr. John Baker as his Special Assistant for Capital Outlay Projects, and given



John Baker

him the task of chairing the Planning group.

Mr. Baker comes to the Department with a good background in review of Capital Outlay projects. Indeed, he was reviewing ours for the Legislative Analysts Office prior to accepting his new post.

Capital Outlay is an incremental process. It is 'phased,' so that it is open to review at certain critical periods of financing.

At these periods of review, it is imperative that we have our program well defined; that we have all the information and facts relating to it organized and complete, and; that we have worked out as many deficiencies as possible before placing a project before a review authority such as the Legislature or the Public Works Board. It is the Special Assistant to the Director for Capital Outlay who is responsible for ensuring that we have met these needs.

"I'll be making sure the justification for proceeding is there," states Mr. Baker. "When we go to the Legislature for review, we must, and will be prepared to answer any questions and to give an account of each project's progress."

Mr. Baker is a graduate of University of California, having

(Continued to page 8)

P.A.C.E. Open for Business

There are two aspects of our newest division, Program and Compliance Evaluation, which stand out immediately. First, its acronym, PACE, makes the Division easy to remember. The other aspect is the broad spectrum of expertise now available from one central location.

PACE is a combination of:

- Program Analysis, formerly under Administrative Services Division;
- Accounting Procedures and Systems Section, formerly a part of the Management Services Office;
- Consulting Services, also a former MSO Unit, and;
- Performance Appraisal and Review.

The objectives of the new division are quite simply to aid the rest of the divisions in meeting the over-all departmental objectives.

According to Ed Corr, who leaves his division chief post at MSO to take charge of PACE, the new division will be more responsive to the needs of the department.

"Each of the four sections will continue to provide essentially the same services, with one modification," states Mr. Corr. "Because we have centralized the skills of the PACE staff, we will have the capability of overall planning for the review services needs of the Department. These units will be able to draw upon each other for expertise and input more freely and more readily.

Program Analysis has been providing internal consulting in the areas of system design, work standards, and work flow. Consulting Services does external consulting in the areas of management analysis, and covers such things as staffing, workload, procedures, statistical modeling, and EDP modeling.

Accounting Systems does review of existing accounting systems, and the design of new systems in accounting and project control.

Performance Appraisal and Review, has been doing management, fiscal, and compliance auditing, both internally and externally to the department. PAR will continue to perform independent internal audits.

Though each of these units has had, and will continue to maintain a distinct role and a different approach to their work, there remains an element of commonality among them. They have all been endeavoring to improve both the operations of the department and the state in general. In the case of PAR this has been done from a control rather than service approach, which is just the opposite of Consulting Services, which provides confidential management consulting service to other state agencies as requested for a fee.

Obviously, in the case of these two units in particular, independence, and autonomy must be maintained, — but, what if PAR has need for an individual with a background in statistical modeling for a short-term assignment? Or, if Consulting Services has need for auditing expertise? These units now have the luxury of having this expertise readily available. In either case, the department, or the client can only benefit by the relationship established between the two through the creation of PACE.

The strength and the rationale for PACE comes from the excellent flexibility the unit offers. It will allow the department to identify potential problems, plan for practical solutions and to deal swiftly with various management crises as they occur. In addition PACE provides a single centralized location for the Execu-

(Continued to page 8)



Ed Corr

OMBE Gains

Participation of minority and woman-owned businesses in the states purchasing system reached an all-time high last year, as they supplied the state with goods and services worth \$41,000,000. This is a 100% increase over the preceding fiscal year of 1976-77.

According to the annual report of the California Office of Minority Business Enterprise (Cal-OMBE), there are 750 minority and woman-owned businesses which have qualified to compete for state purchases. These firms are supplying goods ranging from electronic components to furniture, and services such as construction and architectural design.

State and Consumer Services Agency Secretary, Leonard Grimes, believes the gains these businesses have made, illustrates the administration's commitment toward making state government accessible to all Californians.

"In the past, minority and women businesspersons have felt they lacked the resources to approach the state purchasing system on an equitable basis with big business," states Mr. Grimes. "The recent gains that they have made, however, clearly demonstrate that this is not the case. They are competitive, they have the resources and we welcome and encourage them to seek us out and compete for our business."

Through the program efforts of Cal-OMBE, minority businesses now have access to the information resources they need to compete for state purchasing dollars. The office has provided information on becoming a pre-qualified vendor, eligibility for small business preference, and the types of goods and services purchased by the state. It has, in addition, prepared a directory of goods and services available from these businesses for use by those in state government who do the actual purchasing.

Cal-OMBE has also established a Business Expansion Council, which is comprised of various state department representatives. Meetings are held between the council and community business organizations to familiarize state purchasers and minority business has been one of

(Continued to page 4)

Office of Administrative Hearings Examining CAT

by Pam Flask

Last July 1, 1978, began what to me is one of the most exciting and innovative programs being offered shorthand reporters today — CAT.

CAT, Computer-Aided Transcription. The ultimate goal of this program is faster and more efficient preparation of transcripts by eliminating one step currently employed by most reporters — dictating stenographic notes for transcription by a typist. OAH, working in conjunction with the Third District Court of Appeal in Sacramento, has embarked on a three-month pilot program to study the feasibility of such a system.

The CAT features a regular Stenograph Machine, which I use as I normally would. There is one big difference, however, an amazing little computer is attached to the machines left side. It is called the Data Capture Unit. It stores a magnetic cassette tape in its side.

As I write, the symbols are gathered in the memory bank of the computer, then “dumped” periodically onto the cassette tape. Each side of the cassette records approximately five hours of testimony. When I get to the end of a cassette, the unit lets me know by an audible beeping alarm.

I am working in conjunction with a

well-trained Baron employee at the Court of Appeal in Sacramento. When I have a transcript request, I send the appropriate cassette to her along with a worksheet containing the various spellings and terms peculiar to that job. She “edits” it through the Baron Transcription Center. She has a background in stenotype and can read my notes, which facilitates her defining some of my “untranslatables” that may come up. She then sends me a rough draft of my job, which I proof and send back to her. She makes the corrections I've outlined and then sends the final copy of the transcript to me.

My first step in working with CAT was to build my dictionary, which initially consists of 14,000 words. I simply write the words, pre-printed for me by Baron, on my machine and send the cassette and my notes to Baron to be matched up by them and put on a master disc. This disc is my own personal disc and is used exclusively by me. My dictionary grows with each job I do because I add words to my dictionary as I go along.

It was inevitable that I had to change my writing somewhat to adapt to CAT, and I am still working on changes — all definite improvements. These changes are for the

purpose of easier reading. It was easier than I thought it would be to change some of my old writing habits, and it is proving to be very beneficial in the long run and well worth the time spent practicing.

I think much of a reporter's, or any stenographers skill is wasted by endless hours spent dictating. CAT increases efficiency because the reporter is able to increase her reporting workload by reason of the fact that the note-reading, transcription and typing of the transcript are done by a computer. The time normally spent dictating is now free, making more time available for further reporting assignments. The actual transcription and printout by the computer is much faster than by dictating, and the time factor decreases the longer you are with the system.

OMBE (Cont'd). . .

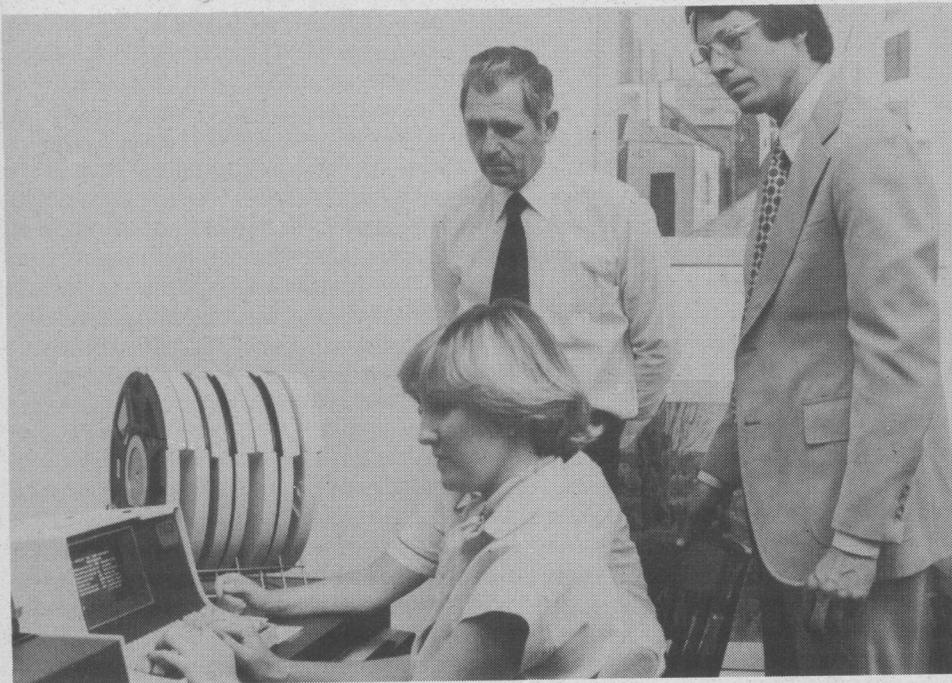
(Continued from page 3)

the key reasons for the increased participation in state purchasing of the latter.

“The Cal-OMBE program offers no ‘set asides,’ no ‘give aways,’” explains Mr. Camacho. “A business must still be competitive to get into the system. Until this program though, these businesses weren't getting into the system, and that is to the states disadvantage both in terms of being a consumer looking for the best price possible for needed goods and services, and in terms of trying to recognize a broadly based and diverse economy in California.”

Although the improvement in minority business participation in state purchasing is substantial, Cal-OMBE figures indicate that the percentage ratio of purchases from minority and woman-owned business to the total amount of state purchasing dollars remains challengingly small.

For this reason, the office will be continuing its efforts to encourage more businesses to seek the states purchasing dollar. Steps have already been taken toward increasing the offices program of monitoring state purchases so that it may identify areas where increased minority and woman-owned business participation would be desirable.



Pam Flask demonstrates CAT for Third District Court of Appeal Clerk of the Court, Wilfried Kramer, and Director of OAH, Herb Nobriga.

NEWS BRIEFS

OBFUSCATION TO SIMPLIFICATION

JPA Signed

A thirty-year-old symbol of bureaucratic obfuscation is undergoing some refreshing changes.

The California Administrative Code is being revised; and, perhaps more importantly for the people in business, industry, and local government who must use it, it is finally being indexed.

The first title index to the code has been completed and released. It covers Title 20, Public Utilities and Energy. With it, one may now easily find the state regulations covering home insulation, energy efficiency standards for air conditioners, and precautionary measures for nuclear power plants.

According to Herb Nobriga, Director of the Office of Administrative Hearings, the Title 20 index marks the first step in turning a tedious and frustrating document into one that is usable and easily understood.

"The Administrative Code is a compilation of state agency regulations which have the effect of law," explains Mr. Nobriga. "There are over 150 state agencies which have statutory authority to promulgate regulations. Many of these agencies have overlapping authority, and this has led to conflicting and often contradictory regulations in the code."

"Since 1976, we have been involved in a project to revise the code — bring it up to date — and give its users an index so that they can readily find the regulations which may affect them on any given subject," continues Mr. Nobriga.

The California Administrative Code contains 27,000 pages of regulations, some 13,000 of which are changed each year. It is divided into twenty-four titles, each title covering a general area of regulation.

According to Margaret Brown, Office of Administrative Hearings' Codifications Manager, ongoing changes in the code have contributed to the complexity of preparing an index. "Revising and indexing a code which covers subjects as diverse as gapper clam hunting season and industrial safety, and at the same time integrating new

regulations, has been a formidable challenge," states Ms. Brown.

Cindy McKim, Indexing Officer for the Office of Administrative Hearings, estimates the entire project will be completed by early 1980. When finished, each of the twenty-four titles will have been indexed, and a comprehensive index for the complete code will be available. Beside a topics index, the project will also produce a number of user aids keyed to occupations, products and legal research.

"When we're done, we will have removed most of the obsolete regulations, cleared up at least some of the contradictory regulations, and eliminated a thirty-year-old frustration," concludes Ms. McKim.

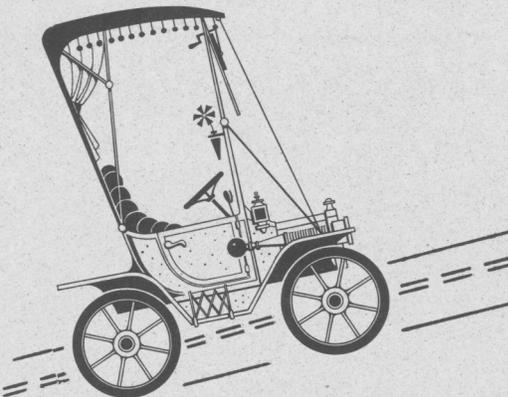
The cost of the project is being covered by subscriptions to the Code, and a federal grant.

Director, David Janssen, has signed a Joint Powers Agreement with the City of Sacramento, establishing the Capitol Area Development Authority. The authority is charged with acting as "master developer" of non-state buildings within the Capitol Area. It will also be constructing employee parking garages.

The establishment of the authority gives the City more input into the development of the area.

The Director has appointed Joseph E. Coomes, Jr., a Sacramento Attorney, and Reverend William H. Creevey, Minister of a downtown Sacramento church, to the Governing Board of the Authority. Two other members will be appointed by the City of Sacramento and a fifth will be appointed by the other four.

GAS MILEAGE UP



Average fuel consumption for the 4600 vehicle fleet to the Department of General Services has decreased for the third straight year. While State vehicles traveled over four million miles more last year than they did in 1974-75, they traveled on 378,000 gallons of gasoline less.

Last fiscal year, State vehicles averaged 18.1 miles per gallon, an increase of 1.2 mpg over the preceding year's 16.9 mpg, and a 2.8 mpg increase over the 15.3 mpg registered in 1974-75.

The increase in vehicle gas

mileage is credited to purchasing policies which have emphasized fuel economy in the specifications for passenger automobiles utilized in the fleet. These specifications require that the autos have a combined city/highway rating of 20 mpg.

According to Assistant Director, Dale Garrett, there are some other factors which have also contributed to the improvement in State vehicle gas mileage.

"We are involved in a progressive, comprehensive fleet management program," states Mr. Garrett. "In addition to the purchasing of more fuel efficient cars, we've been identifying and removing gas guzzlers from the fleet."

"Also, we have been encouraging the use of alternate methods of transportation for short intracity trips," continues Mr. Garrett. "The Department has taxi service contracts in Sacramento and Fresno, and we have been a strong supporter of the Office of Appropriate Technology's bicycle program."

"It's a complete management program, involving preventive maintenance, driver education, purchasing, and employee cooperation," Mr. Garrett concludes.

Our goal is to achieve an overall fleet average of 20 mpg.

GENERAL SERVICES PEOPLE

Let's get it cleared up right now, **Don Caler** does have a telephone. His number was inadvertently left out of the State phone book. For those that need to reach the head of our Consulting Services Unit, his number is 445-6925.

◆◆◆
Anne Turkel, a hearing reporter with the Office of Administrative Hearings, retired August 1, 1978, her 25th anniversary. Anne commenced her state service as a secretary with the Attorney General's Office. In 1957 she transferred to the Department of Alcoholic Beverage Control as a hearing reporter. When the hearing function of the Department of Alcoholic Beverage Control was transferred to the Office of Administrative Hearings, Anne became a member of their staff where she remained for the balance of her work career.

The beauty of being a retiree, Anne says, is not being locked in the definite plans and schedules.

◆◆◆
 The **California State Police "Blue" Team** traveled to Canada for the annual shoot the week-end of October 7th and 8th. Again this year, as in the past, the "Blue" team came home with the "Top Team Match Winner" trophy and each member



Christy Bell, of Management Services is happy to receive a \$25 award from Carl Carmichael. She received the award as a result of a suggestion she submitted which cut out some of the paper work in processing taxi payments.

received a plaque. Team members consisted of: **Officers Wayne Spencer and Jim Fowler** of Sacramento, **Officer Glenn Boatman**, Oakland and **Sgt. Glenn Della-Monica** of San Francisco.

Wayne Spencer also took the 1st place Grand Master award which was a plaque and matching luggage.

Officers Larry Seals and Joe Carbone of Sacramento went as a two-man team and Larry won a plaque for 2nd place in the Marksman class and Joe took 3rd place in the Unclassified class and received a trophy for his effort.

Team members pay their own way to all events.

◆◆◆
Ray Watters, Inspector of Automotive Equipment in the Los Angeles State Garage, retired from the State after 25 years of service. Ray began his career in state employment as a Highway Mechanic with the Division of Highways in 1953. He was promoted to Lead Mechanic in 1956. In 1962, Ray was promoted to Highway Mechanic Foreman.

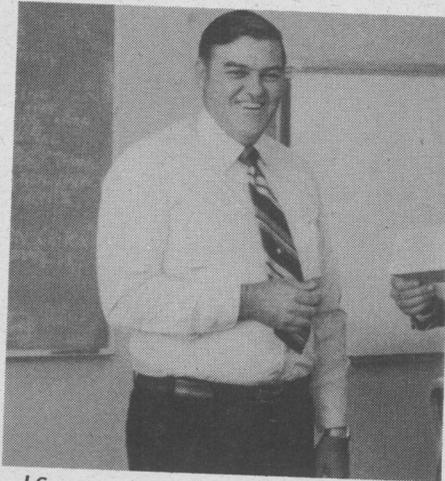
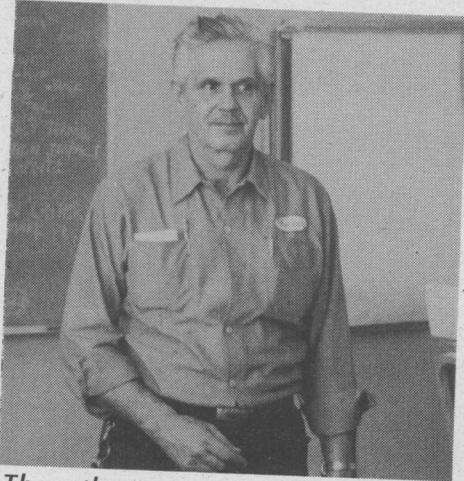
On July 1, 1964, Ray accepted appointment to the position of Inspector of Automotive Equipment with the Department of General Services — a position he held until his retirement.

Ray and his wife, Ann, recently purchased a home and some acreage out on the high desert where he intends to busy himself with a variety of projects.

◆◆◆
 The Buildings and Grounds staff at the State Capitol got together to wish **Russell E. Haverstock**, an Electrician Supervisor, well. Mr. Haverstock was greeted by the



Roy Hunt of Fleet Administration (right), receives his Twenty-Five Year Award from Assistant Director Dale Garrett.



These three people submitted Merit Award Suggestions which led to a total savings of \$17,450. Werner Schon (left), and Frederick Young (center), of Buildings and Grounds, joined in a suggestion which saves \$11,000 annually on the maintenance of water pumps. Esther Deogracia of the Office of Procurement, suggested a change in a form which will produce \$6,450 a year in preparation cost savings.

people he works with, and a number of other well wishers including Assemblyman Vic Fazio, who was on hand to present him with a resolution commending Mr. Haverstock for his fine service to the State. Mr. Haverstock, is retiring for health reasons.

◆◆◆
The Department of General Services Golf Club — Tournament of Champions, was held in late September at Sierra View Country Club in Roseville.

The winner was **Bill Nichols** of Administrative Services Division. The greens were in great shape, and Bill used a hot putter to ensure his win.

◆◆◆
Sergeant Robert Bourke, Commander of the California State Police Los Banos Area office, was recently selected as Chairman of the Chief Law Enforcement Officials of Merced County.

◆◆◆
A twenty-eight year veteran has retired from Area III Construction Services of the Office of State Architect.

Barney Capodieci, a Construction Supervisor II, has been involved in a number of major projects, including Camarillo State Hospital, Patton State Hospital, and Humboldt State College.

A New York City native, Mr. Capodiec, first came to California in 1933. He and his wife, Vi, have five children.

Mr. Capodiec is looking forward to retirement, and pursuing his hobbies of jogging, golf, and music.

◆◆◆
Maceo G. Hogue, Sr., Building Maintenance Worker, retired from

Buildings and Grounds, Los Angeles, after more than 10 years. Mac, as he was called by his co-workers, surprised them by his sudden retirement, but health reasons necessitated his decision. Best wishes to Mac.

◆◆◆
Stanley Brossart, Painter I, retired from Buildings and Grounds, Los Angeles and relocated to Lake Tahoe for outdoor enjoyment. Thanks for a job well done Stan, and happy retirement.

◆◆◆
The October 15th issue of "Parade Magazine" featured a story on **Hans Scharff**, who as the magazine pointed out, is currently doing restoration work on the marble floors at the State Capitol.

◆◆◆
Twenty-two year veteran of the Office of State Architect, and former member of the Alhambra Planning Commission, **Jack Jamison** recently retired.

Mr. Jamison, during his career with the state, directed the field supervision operation for a number of billion dollars' worth of school and hospital work in Southern California.

He and his wife, Virginia, will be settling into retirement life in Bountiful, Utah. They also plan on touring the U.S. and Canada.

◆◆◆
The word from the Merit Award Board about how we did last year in our suggestion program is this, "we done good!"

We exceeded our goal for suggestions submitted, and saved the state over \$16,000. Already helping us to achieve even greater

savings this year are the following four employees.

Jewel Barton of Buildings and Grounds, recommended a change in the hook-up of light fixtures. Though his idea could not be adopted state-wide, it was applicable to some buildings in Sacramento.

For his suggestion, Mr. Barton will receive an award of \$25.

Walter Hinck, of Communications Division, came up with an easier way to service or test a remote control chassis located in a particular mountain top base station.

For this suggestion, Mr. Hinck was awarded \$45.

(Continued to page 8)



Assemblyman Vic Fazio and Division Chief Rosamond Bolden, present Russell Haverstock with a resolution commending him for his years of service to the state.

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

OUTLOOK

is published bi-monthly by the
Department of General Services
Program Development Office

915 Capitol Mall, Rm. 590
Sacramento, CA 95814

Jim Knibb, Chief

Robert Van Der Volgen, Editor

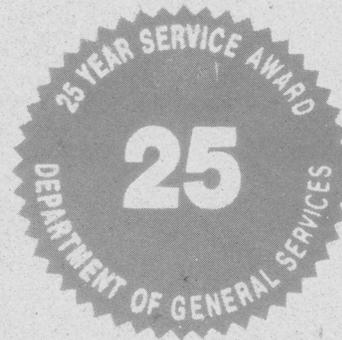
Staff

Linda Baham

Composition, Graphics & Printing
by Office Services Division



Service Awards



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

SEPTEMBER

- Cecil Weir Performance Appraisal
- Harrison Henderson Buildings and Grounds
- Marvin Shulman State Architect
- Karl Stricker State Architect

OCTOBER

- Wesley Schandoney Buildings and Grounds
- Robert Christiansen State Architect
- Roy Hunt Fleet Administration
- Kae Tsuji Small Business

P.A.C.E. (Cont'd) . . .

(Continued from page 3)

tive Office and Division Chiefs for input into establishing departmental priorities. The organizational structure will be in place.

Additionally, the scope of services available to client agencies has also been increased by the formation of PACE. One might say it allows General Services to keep pace with problems as they arise.

PEOPLE (Cont'd) . . .

(Continued from page 7)

William H. O'Dell of the State Printing Plant suggested a way of profitably getting rid of surplus equipment. He will receive \$35 for his suggestion.



Thanks to all the people in Southern California who were so helpful to the Outlook staff. We appreciate your time and your feedback.



NEWSLINE

By Julie Zanolio



In September, Alberta Lane, from Personnel Development Center (PDC), presented a noon hour seminar on "Goal Setting Techniques." If you've ever asked yourself where you were heading in both your professional and personal life, this presentation was full of helpful insight. The presentation is a spin-off from PDC's two-day course "Managing Yourself & Your Job." This course has had excellent

BAKER (Cont'd) . . .

(Continued from page 2)

received both his BS and MS degree's in Engineering there. He is the father of four, including a set of triplets.

In his free time he enjoys tennis and jogging. He can be found engaged in the latter during the noon hour in one of Sacramento's larger downtown parks.

feedback from participants and is worthwhile for inclusion in training plans. Contact your divisional Training Coordinator for information.

In October, Patrick Mahler, Management Consultant, and Les Wickey, Departmental Employer/Employee Relations (EER) Officer addressed questions concerning SB 839 — the State Employer/Employee Relations Act. General provisions of the legislation were discussed, highlighting on the practical implications.

In November, look forward to seeing "Oral Examination Skills" in Sacramento. Additionally, the first presentation of the "Civil Service Examination Workshop" will be held in December at the Training Office. The class was booked prior to publication of the announcement, so keep an eye out for the Spring offerings.