

**GENERAL
SERVICES**

OUTLOOK

May-June 1984

Meet The Transactions Unit

The Personnel Transactions Unit is a very important part of the Personnel Section.

The work that goes on in the Personnel Transactions Unit has a direct impact on every General Services' employee from the time the employee is hired until the day he or she retires. Of all the units within the Department, it is undoubtedly the one with the most widespread impact on every departmental employee and the one that is least understood.

"Most employees believe that the Transactions Unit exists for the dual purpose of issuing paychecks and maintaining vacation and sick leave balances," states Berge Ochikubo, a Supervisor in the Unit. After a few minutes in the office however, one finds that that is hardly the case.

The Unit's basic function is to process the documents necessary to maintain a complete and accurate employment history on each employee. This involves the documentation needed for new hires, separations, retirements, promotions, demotions, adverse actions, name changes, unit changes, garnishments, industrial disability benefits, nonindustrial disability benefits, and health, dental and life insurance benefits.

Everything mentioned above requires at least one form and in most cases many more. A new hire, for example, can require 15-25 separate documents depending on the details of the hire. In all, there are over 150 different forms that Transactions personnel deals with at one time or another. Additionally, there are 12 reference manuals that are regularly consulted for information.

The majority of these documents are for one or more of the many control agencies that Transactions deals with. The Unit acts as liaison with the State Personnel Board, the Department of Personnel Administration, the Public Employees' Retirement System, the State Controller's Office and the Department of Finance.

The second major function of the Transactions Unit (and to most of us, the most important) is to produce the monthly payroll for the 4,000 General Services' employees. Actually, there are two payrolls each month, the "positive" payroll produced for the casual and intermittent employees and the regular payroll for the remaining employees.

The payroll process is probably one of the least understood processes in the

Department and the cause of a lot of confusion for employees. The regular payroll (for those on a regular monthly salary) is actually produced well in advance and is released to employees on payday. If something happens between the time the checks are prepared and the time they are released that affects the amount of the check (such as an employee going on dock), the warrant cannot be given to the employee and a salary advance must be prepared. The Controller's Office will then issue a corrected warrant at a later date.

The "positive" payroll is much easier. These employees report the time they actually worked on the Standard Form 634 (regular payroll employees indicate the time they did not work) and the Transactions Unit requests that the Controller issue checks for the hours actually worked. They receive their checks approximately 5 to 10 working days after Personnel certifies their attendance.

In addition to the above, Transactions does indeed maintain the official leave balances. They participate in the new employee orientation program and provide training for attendance clerks in all DGS offices and work to assure that each employee receives all the benefits to which he or she is entitled. They also see that conditions of the various labor contracts are implemented and that any changes due to State Personnel Board

rules or Department of Personnel Administration regulations are followed and changes are complied with.

There is also an overtime payroll. Employees who work overtime report the overtime on the Standard Form 634 and the Transaction Unit requests that the Controller issue checks for the overtime worked. Under normal conditions, overtime checks are received from the State Controller and issued by the 15th working day of the month.

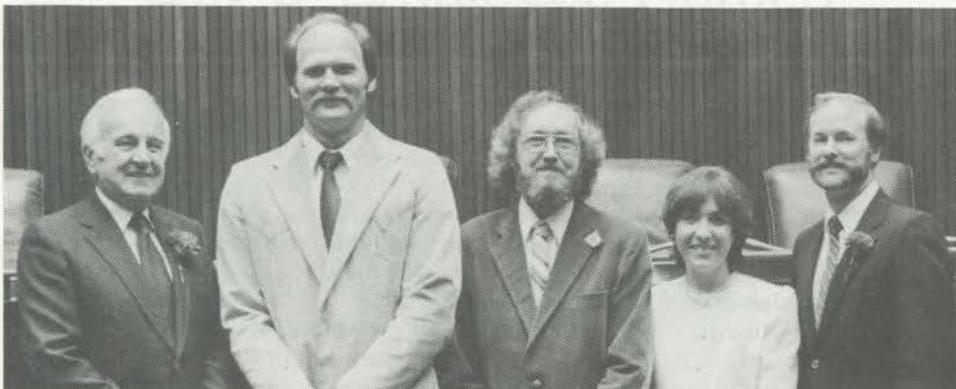
The Transactions Unit is composed of 32 Personnel Assistants and has two offices. The main office is on the fourth floor of 915 Capitol Mall in Sacramento and a branch office is at the State Printing Plant. The Unit is headed by Artie Carsley, a Personnel Assistant IV. She is assisted by Supervisors Regina Vogel, a Personnel Assistant III, and Donna Salazar, Dorothy Woody, Berge Ochikubo, Laurie Duvall, Marsha Jelcich, and Charlene Haynes, Personnel Assistants II.

The job of a Personnel Assistant is challenging and interesting and serves a very important purpose. The Transactions Unit is available to provide assistance to employees of the Department. Employees who need answers to personnel problems should first check with their attendance clerk or unit supervisor. If a satisfactory answer cannot be found, then the employee should feel free to contact the Personnel Assistant assigned to his or her office.



Transactions Unit supervisors work with computer terminals recently installed by the State Controller's Office. Left to right: Dorothy Woody, Marsha Jelcich, Donna Salazar, Berge Ochikubo, and Regina Vogel. The computers will permit Transactions to process documents more quickly with faster turnaround time and provide better service to DGS employees.

DGS Employees Receive Safety Awards



General Services employees attend the Governor's Employee Safety Awards ceremony. Director Tony Anthony (far left) is shown with (left to right) James Novotny, Steven SoRelle and Melodie Cato from the Office of Records Management, and Art Scotland, Governor Deukmejian's Cabinet Secretary.

Two Department of General Services' employees were among those honored May 4, 1984, at the Fourth Annual Governor's Employee Safety Awards Ceremony. James Novotny and Steven SoRelle, both of the Office of Records Management (ORM) were recognized for their work in developing a system to safely perform repairs on a paper shredder at ORM's document destruction facility.

The Office of Records Management operates the document destruction facility for destroying and recycling confidential state records. The machinery used to accomplish this is about 23 feet high and about 70 feet long.

From commencement of operation, the equipment's air handling device, a component designed to create vacuum pressure to draw shredded material into a bailing chamber, frequently clogged with the shredded material. To free the material, it was necessary to gain access to a door on the side of the air handler and push the material loose. The access door is about 15 feet from the floor and was accessible only by lifting an employee perched on a pallet with a forklift.

To minimize the danger to employees and to increase the efficiency of the declogging activities, James Novotny, Supervisor of the State Recycling/Destruction Center and Steven SoRelle, Project Coordinator, suggested and designed a "catwalk" system for the air handler. Records Management contracted with a local firm to install the catwalk and access ladders. Employees are now able to handle paper clogs safely and with greater efficiency.

For their efforts, Melodie Cato, Chief, Office of Records Management nominated

the two for the Governor's Employee Safety Awards, which were presented at the ceremony held in the State Capitol. The Awards Ceremony, staffed by the Office of Insurance and Risk Management, is designed to highlight and encourage safety on the job as well as to recognize individual employees who have contributed to the State's Safety Program.

Art Scotland, Governor Deukmejian's Cabinet Secretary, assisted by Director Tony Anthony and Gene Marquart, Chief, Office of Insurance and Risk Management presented awards to 47 state employees from 14 separate agencies for suggestions and actions which resulted in improved work practices or equipment for a safer work environment.

"We applaud you for your extraordinary efforts to make our workplaces safer, and we commend the thousands of other employees whose common sense and good practices have prevented accidents in the workplace," Scotland said.

"The State's strong commitment to employee safety resulted in approximately 10,000 fewer industrial days lost due to work-related injuries in 1983," Scotland added. "This translates into almost one million dollars saved in time on the job. More importantly, it means that fewer employees and their families suffered from job-related injuries."

In addition to the individual awards, the Departments of Rehabilitation and Motor Vehicles, the California Coastal Commission and the California Energy Commission were honored as the agencies with the most improved safety records. Safe driving awards were presented to the Air Resources Board and the Department of Health Services.

Merit Award Winners!

William Kirkgaard, Senior Structural Engineer with the Office of the State Architect recently received a merit award check for \$35.00. Mr. Kirkgaard suggested that approval stamps be applied to plans drawn on plastic sheets with pressure sensitive film instead of stamp pad ink. The Office of the State Architect evaluated the suggestion, reported that it would result in a better product and improved service to its clients and recommended the \$35.00 award.

Robert Harris of the State Controller's Office received a check for \$544 as a result of a suggestion he made while employed at the Office of State Printing. Mr. Harris had previously received a \$250.00 award based on a preliminary estimate of the savings resulting from his suggestion, bringing the total award for his suggestion to \$794.00.

Mr. Harris suggested an improved way to store information on floppy disks used by State Printing's Camex operators. The new method saved each of the four operators approximately 30 minutes each day for a total savings to the State of \$15,886.

During Fiscal Year 1982-83 employee suggestions submitted to the Merit Award Board were responsible for saving the State \$1.8 million. With your help, this year could be even better. Submit your suggestion soon!

Elevators Redecorated

If you've been in O.B. No. 1 recently, you may have noticed that the elevators have a new look. They were completely redecorated by a team from the Office of Buildings and Grounds following plans designed by Mary Pineau of the Office of Space Management. Working on the project were Dave Bulmer and Tom Thompson, Carpenters; Paul Williams, Maintenance Worker and Tony Berginas, a Painter, all of the Office of Buildings & Grounds.

On The Cover....

... Ray Pasley of the Office of Support Services, took the picture of Office Buildings 8 & 9 in Sacramento, featured on this issue's cover. If you know of other General Services employees who would like to submit photographs please contact the Outlook editor at 324-6462 or ATSS 454-6462. Contributions are always welcome.



Effective Use Of The COD Program

by Dennis Jackson

Candidates for employment acquired through the Career Opportunity Development Program (COD) are willing workers who show a strong motivation to learn and perform a job, according to Art May, Jr., EEO Counselor for the Office of Records Management.

May, having coordinated the hiring of three COD/REHAB positions and two WIN/COD positions for his office in the past, thinks that use of the COD program as an effective affirmative action tool for his office has been quite successful.

The EEO counselor also asserts that the use of the COD Program can help in solving problems created by periodic obstacles such as a hiring freeze, narrow-experienced SROA candidate pool and longer personnel processes. "In a crisis hiring situation, this program may be a viable option," says May. He added though, "the hiring authority must remember that the candidate pool is meant only to fill permanent full-time positions, can not be used to hire for interim positions and the process does take six weeks."

As a positive program example, May cites the hiring situation of two COD/REHAB Trainees employed at the Records Destruction Center in Sacramento. He contends that the only problem with the program was of an administrative nature which occurred at the onset when staff had to identify new COD forms, correct completion procedures, and the distribution procedure. "The EEO Officer was extremely helpful in solving our problems," said May.

James Novotny, supervisor of the Records Destruction Center, agrees. "Two Department of Rehabilitation clients were originally hired as Mechanical and

Technical Occupational Trainees. Upon completion of their training program, both trainees were promoted to Service Assistant (Warehouse & Stores). Both individuals now anticipate taking a promotional examination for Warehouse Worker."

Novotny added that during training, the two individuals performed similar job duties as those of other employees. The main difference was that the individuals had close supervision at the beginning of their training assignment. As their skills became more proficient, the amount of supervision decreased.

Jimmie L. Bradwell and Isaac Jones, Jr., the two trainees that completed the COD/REHAB program and have been employed for over two years at the Center in permanent, full-time positions, feel the training program met their individual needs and that staff took time to let them prove themselves as good employees.

Initially, both individuals were contacted by their State Rehabilitation Counselors and referred directly to the Destruction Center for tours and interviews. "I was shown around (the Center) and told exactly what would be expected of me," said Bradwell. He added that he was offered the job a few days later.

Jones says he likes the work and enjoys the people around him. His Rehab counselor and he had already decided on the type of work he wanted to do. This specific job appeared to be very compatible to their decision.

Both May and Novotny agree that the increased paperwork — bi-monthly performance reports required by the COD Unit, State Personnel Board and the client's Rehabilitation Counselor, much like the probationary report — is far outweighed by the positive hiring impact of this program.

According to May, ORM is impressed enough with the program to recommend an additional two positions for the Los Angeles area in the 1985-86 budget package.

In the future, May would like to see the Department of General Services' COD Program expanded to target more specific affirmative action hiring goals. He emphasizes that a COD contract may be written for most entry-level positions and that COD candidates possess many "very fine skills." If less restrictions were placed on using contracts for upper open hiring levels, May thinks many office chiefs, managers, and supervisors would be more supportive of the program.

Both May and Novotny expressed concern about one other problem. They are not sure that some hiring authorities recognize all the diverse hiring options of this program nor the affirmative action potential of the program. Once all the advantages are considered, both men agree that the program will receive wider acceptance.

For more general or specific information on the COD program, please call the EEO Officer at 324-7108 or ATSS 454-7108.



Isaac Jones (left) and Jimmie Bradwell, two Career Opportunity Development Program hires at the Office of Records Management operate the paper shredder at the Records Destruction Center.

OFPD Employee Named Environmentalist Of The Year



Steven Sanders, center left, is congratulated by (left to right) Director Tony Anthony, Deputy Director Bob Wright and Office of Facilities Planning and Development Chief, Mike Smith upon being named Environmentalist of the Year by the Environmental Council of Sacramento, Inc.

Steven R. Sanders, an Associate Environmental Planner with the Office of Facilities Planning and Development has been named Environmentalist of the Year by the Environmental Council of Sacramento, Inc. The award was presented on May 23rd at the organization's annual awards ceremony.

The Environmental Council of Sacramento, Inc., is a coalition of 15 local organizations working to improve the environment. It is a forum for the discussion of environmental issues and a leader in the local environmental movement. Member organizations include The American Lung Association, Audubon Society, Sierra Club, Sacramento Valley Bicycle Advocates, and others.

The award recognizes Steve's "outstanding contributions in the area of air quality and alternative transportation development." He organized the Sacramento Valley Bicycle Forum and established the Sacramento Valley Bicycle Advocates and was instrumental in bringing the Sacramento Valley Bicycle Advocates into the Environmental Council of Sacramento, Inc. Steve has served as a volunteer legislative director for the California Association of Bicycling Organizations and played a key role in organizing the first All-California Bicycle Convention.

As chairman of the Sacramento

Transportation Coalition, Steven has done an excellent job of leading the Coalition in its efforts to implement the Community Transportation Plan. He also served an important role in creation of a Light Rail Station Planning Task Force to review Light Rail Transit station plans. The first Task Force report was recognized as a significant milestone for citizen participation in Sacramento transit planning.

State Police Modernize Baton Training

The State Police has nearly completed a program to train and equip its officers with new side-handle police batons. The move to this new piece of equipment was negotiated during bargaining, and it is designed to provide a greater measure of safety, both for the officers and for the public they serve.

The new baton has a short handle near one end. The handle provides better control, and thus less force is needed to subdue a suspect. Before an officer may carry one of the side-handle batons, he or she must pass an eight hour course on its use. It is expected that this piece of equipment will reduce injuries, both to police officers and to violent suspects who must be subdued.

Prescription For Safe Motoring

- Obey traffic regulations and support the impartial enforcement of traffic laws.
- Fasten your seat and shoulder belts as soon as you get in a car, even if you are only going a short distance.
- Drive defensively. The greatest risk of a collision is with the car in front of you. In dry weather maintain a safe distance of one car length for each 10 miles per hour driven. In inclement weather or on rough roads maintain a larger gap between cars.
- Speed is the greatest cause of death on the highway. Stay within prescribed limits and alter your speed to suit road, weather and visibility conditions. Remember that driving visibility is most dangerous just before sunrise or after sunset.
- If you drink don't drive. Alcohol is a major factor in at least half of all motor vehicle deaths.
- Take frequent breaks on long trips and always stop when you are tired or drowsy.
- Keep your vehicle in good mechanical condition at all times. Have the brakes, lights, windshield wipers, tires and steering mechanism checked regularly.
- Never mix radial and other kinds of tires.
- Do make sure your tires are properly inflated at all times.
- Never warm up a vehicle in a garage or other enclosed area.
- Use direction signals at all times. Always signal your intention when turning or stopping.
- Don't back your car unless it is absolutely necessary to do so. Then back slowly making sure there's nothing behind you.

CSP Nabs Two Burglars, Gets Conviction

During his first week in the Oakland Field Office, State Police Officer Craig Hampton arrested two burglars in the Hayward area and recovered a truck loaded with stolen property. The two felons were convicted less than a month later, and are now awaiting sentencing.

Deukmejian Presents Small Business Awards

Governor Deukmejian presented awards to two small businesses involved in state contracting during the California State Small Business Conference on May 10, 1984. Foremost Maintenance Supply Company and J & M Carpet and Interiors, Inc., were nominated for the awards by the Office of Small and Minority Business for their successful performance on numerous contracts administered by the Department of General Services.

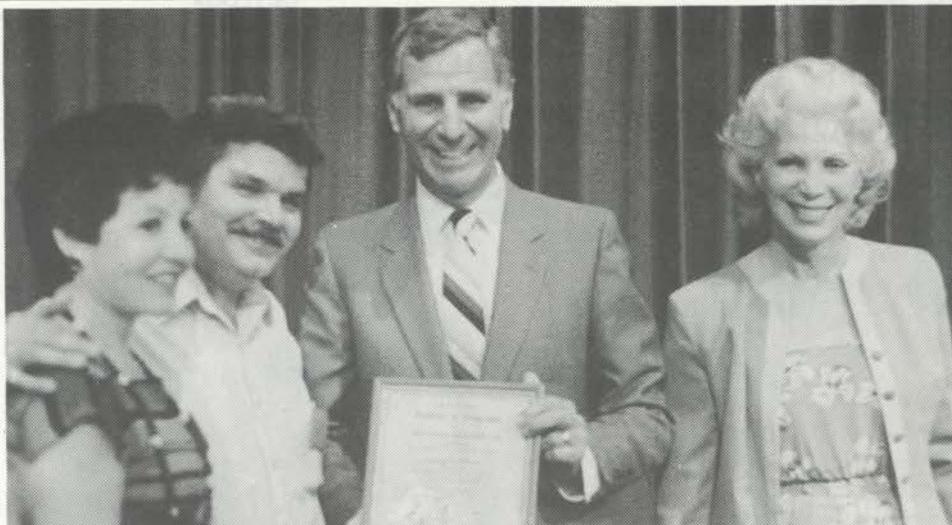
Foremost Maintenance Supply Company, Inc., distributes janitorial and maintenance supplies and equipment. The firm, which has been in business for 7 years, employs 18 individuals. It has experienced a 22 percent sales increase in the past year. Gilbert Apodaca and Dennis Boyle, co-partners, received the award from Governor Deukmejian.

J & M Carpet and Interiors, Inc., has provided carpet and interior installations in numerous decors for the State. In business for 15 years, the firm employs 5 individuals. During the period of July 1, 1982 to April 1, 1984, J & M Carpet and Interiors has been awarded 35 State contracts with an aggregate value of approximately \$200,000. Michael and Pina Noto, co-owners, received the award from the Governor.

The California State Small Business Conference was one of the many activities scheduled during Small Business Week, the second week of May, 1984. California and the nation honored millions of successful small business people for their personal achievements and contributions to the economy and society.



Governor Deukmejian and Agency Secretary Shirley Chilton present a Small Business Award to Gilbert Apodaca and Dennis Boyle, partners in Foremost Maintenance Supply Company.



Governor Deukmejian and Agency Secretary Shirley Chilton present a Small Business Award to Michael and Pina Noto, owners of J & M Carpet and Interiors, Inc.

CSP Arrests Arsonist

On May 5, 1984, Officer Ray Griggs of the State Police's Oakland office, observed a state-owned building ablaze. He called for the fire department and backup units. The building was unoccupied.

When Officer James Lachney approached the scene, he was flagged down by a citizen, who reported that she had seen a man run from the building just before the fire started. With the assistance of the citizen, the suspect was located several blocks away. The first thing the suspect said on being approached was, "I didn't start any fire!"

Officer Lachney recognized the man as the person he had arrested a week earlier for lodging on state property and building a camp fire there. When the local Fire Marshal advised the two officers that the fire was deliberately set, the pair had enough of a case to arrest the suspect on a felony arson charge.

DGS Participates In March Of Dimes' Walk America

The Department of General Services participated again this year in the March of Dimes' annual WalkAmerica. Casey Randall, Departmental Chairperson for the event, reports that the preliminary tally shows that 79 DGS employees participated, collecting over \$10,500 in pledges for the March of Dimes.

Those DGS employees that walked got up bright and early Sunday, April 29, 1984, to be at the Cal Expo starting point by 8:00. The weather was cooperative (last year it rained) for the 32 kilometer (20 mile) event. DGS walkers were recognizable in their blue T-shirts with worn tennis shoes and "Department of General Services" across the front. Walt Jones, Assistant Director for Legislation drove a "support vehicle" along the route and provided fruit and water to the DGS walkers.

The walkers are now busy collecting the pledge money that will be turned over to the March of Dimes. All money collected will be used by the March of Dimes to fight birth defects. According to the March of Dimes, birth defects are the number one child health problem in the country, affecting 250,000 babies each year and some 15 million Americans of all ages.

The DGS employees who participated in the walk itself would not have been as successful as they were without the support of the hundreds of other employees who made pledges. Congratulations to all contributing to the success of this year's WalkAmerica.

(See pictures on pages 8 and 9)

CSP Continues Awards Program

by Glenn Della-Monica

The State Police held its awards ceremonies in the North State Command and the Central Coast Command. As reported in the last issue of *Outlook*, Officer James Lachney received an Award of Valor for rescuing a woman in a burning building. Lachney and 7-year old Shawn Ryan also received a Joint Legislative Resolution from Senator Lockyer and Assemblyman Klehs, as well as a letter from the Governor for their life-saving efforts.

Other Awards of Valor were issued in recognition of past deeds by Agent Esque Frost and Officer Bill Wilson (for the Roseville Bomb Train Explosion), by Officer Steve Vasquez (for capturing an armed robber), and by Capt. Glenn Della-Monica (for the bombing of the S.F. State Building).

Also receiving awards in the two Commands were: Ray Meyer, Bill Tynes, Christy Carpenter-Garcia, Dennis Larson, Mark Maniord, Tony Martin, Donald Tsue, Ernest Victorine, Clyde Wilson, Maximo Villamor, Lance Atchison, Dave Stone, John Bianchi, Dan Healy, Cheri Bunker, Robert Tauber, Carlton Choy, Everett Fischer, Julie Hee, Stephen Howard, James Hutchings, Richard Luciano, Kurt Reichert, Thomas Roscoe, Keith Smith,

CSP Serves Warrants For Franchise Tax Board And Board of Equalization

The State Police has been serving warrants for the State Franchise Tax Board and the Board of Equalization for over a year now. This program has been very successful, and dozens of tax evaders have been brought to justice.

The joint effort between the tax agencies and the CSP has put some teeth into the tax evasion laws, and it is expected that this is going to have an immensely productive result in increasing the state's financial picture.

Bruce Brown, and John Weidinger. Unit Citations were given to the two Commands and to the Oakland, San Francisco and Sacramento Field Offices for superior performance during over a dozen specific events, ranging from the Roseville bomb train disaster to the fire in the S.F. State Building, to the Capitol Gala and the visit of Her Majesty, Queen Elizabeth II of England. Commanders Robert Cardwell and Robert Morehen received the certificates on behalf of their Commands.

Awards ceremonies are scheduled this month for the Inland Valley and South State Commands to complete the presentations.

State Police Responds To Fire

Officers from the Oakland Field Office recently responded to a fire in the Department of Social Services building in Oakland. The employees were in the process of evacuating the burning building, and the operation was successfully completed. The State Police wants to remind ALL EMPLOYEES that each building has an emergency plan, and everyone should be familiar with it. Safety is important, and pre-planning makes your office just that much safer.

State Police Crime Statistics Up For '83

The State Police took over 21,000 reports in 1983, up over 3,200 reports from the previous year. In addition to handling nearly a dozen homicides, five rapes, over eighty robberies and 180 assaults, the State Police arrested approximately two thousand suspects. Over \$275,000 in property was recovered during the year.

Violent crime on state property was up a few percentage points, but the rate at which those crimes were solved went up faster.

It's A Capitol Book!

The story of the restoration of California's historic State Capitol in Sacramento is told in a colorful 48-page book written by two State Capitol Museum volunteers.

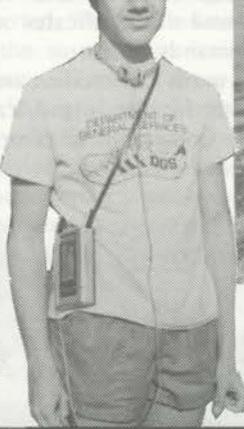
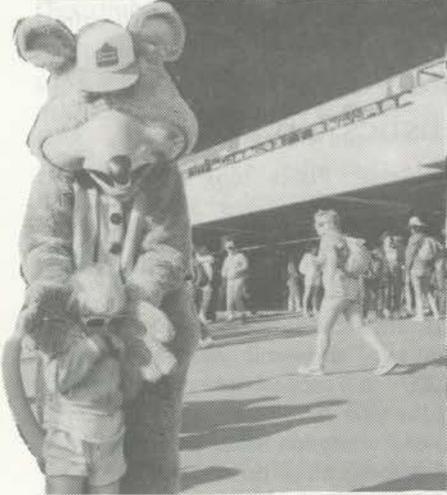
The book, *California's Historic Capitol*, contains 11 black and white photographs of the Capitol, its offices and legislative chambers, taken between 1900 and 1906. It also contains 15 recent color photographs of the restored building. The text describes the Capitol and the rooms and presents some of their history.

The Book sells for \$3.95 at Capitol Books and Gifts in the State Capitol and is available by mail for \$4.95 from Crayton Publishing Company, P.O. Box 1343, Davis, CA 95616.

The Book's authors, Loraine B. Donnelly and Evelyn T. Cray describe the researching and writing of the book as "a labor of love and a great joy." Both women were among the first group of volunteer docents leading tours in the State Capitol beginning in July 1982. The Capitol Museum now has 175 volunteers who guide visitors on tours of the Capitol and its grounds.

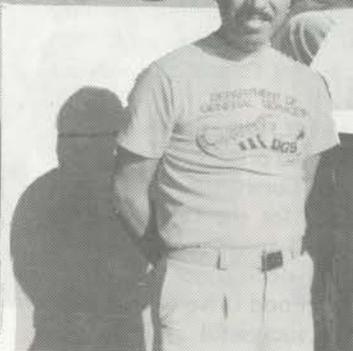


Chief Deputy Director Elizabeth Yost presents an award to seven-year-old Shawn Ryan for his efforts in saving his mother from a burning apartment while Officer James Lachney (far left) and Assemblyman Johan Klehs look on. Officer Lachney also received an award from Yost and both Shawn and Officer Lachney received a Joint Legislative Resolution from Assemblyman Klehs.



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es WALKATHON



Awards For Food Drive

On April 19, the Governor's Office sponsored the first State Holiday Food Drive Awards Ceremony. The purpose was to present awards to the most outstanding agencies and individuals contributing to the success of the 1983 State Holiday Food Drive. The awards were based on total agency donation, agency per capita donation, and individual effort and leadership.

Presenting the awards on behalf of the Governor was Arthur Scotland, the Governor's Cabinet Secretary. The award for the highest agency donation went to the Department of Motor Vehicles (DMV) for giving 19,276 pounds of food and \$1,736 in cash to the effort, the highest total donation in the history of the Food Drive. Director George Meese accepted the award on behalf of DMV.

Joanne Lopez, also of DMV, was honored for her leadership role as departmental coordinator for DMV. Her efforts were directly responsible for DMV's success in the effort.

The Fair Political Practices Commission received the award for the highest per capita donation from a single agency. The Commission's employees donated an average of 35 pounds per person. Commission Chairman Dan Stanford accepted the award on behalf of his agency.

Chief Warrant Officer J. A. Borges and Master Sergeant Don. J. Kessell, both of the Military Department, were

honored for their contributions to the Food Drive over the years. They have been responsible for collecting the donated food and delivering it to Operation Santa Claus every year the State has operated the annual drive. Mr. Scotland announced that General Shank of the Military Department plans to present the Medal of Merit, a prestigious military decoration, to each of these gentlemen for their outstanding community services over the years.

The final award, and the one that is most significant, was presented to General Services' Myron Curtis for his role as State Chairperson for the Holiday Food Drive for the past seven years. Without Myron's personal dedication and expertise, the Holiday Food Drive would never have become as successful as it is, nor would it have grown to its present magnitude.

Myron is a full-time employee of General Services' Office of Telecommunications, and has given much of his own time to promote and coordinate the Food Drive. Although the Food Drive officially begins during the first week of November, Myron begins working on the program as early as September and spends a great amount of time beyond his normal work hours planning and scheduling events for the program through December of each year. All General Services employees congratulate Myron on the receipt of this richly deserved award.

OSMB Employee Directs Successful Play

by Sally McSherry

The Office of Small and Minority Business recently added James E. Roberts to its staff. James is an Office Assistant II assigned to work on the State Contracts Register and is very active in local theater in his spare time.

Right after starting at OSMB, James directed the play, "March of the Falsettos" at the Cabaret Theater of the Eleanor McClatchy Performing Arts Center. The play ran for four weeks at the theater and received praise from local critics. In fact, the Sacramento Bee said that it was "a smashing success with a packed house."

"March of the Falsettos" won a total of six Elly awards, more than any other show in Sacramento this year. "Falsettos" was named Outstanding Musical of the Year, and also won awards for Choreography, Musical Direction, Outstanding Performance by an Actress in a Musical, and Outstanding Performance by a Supporting Actor in a Musical. James Roberts won an award for directing. The play was also nominated for set design, and all three of the male leads in the cast were nominated for Outstanding Performance by an Actor in a Musical. "March of the Falsettos" was the only play in Sacramento this year where every cast member was nominated for an Elly.

Look for James Roberts' name to be associated with other theatrical events in the near future.



Myron Curtis receives an award from Art Scotland, Governor Deukmejian's Cabinet Secretary for his seven years as chairperson for the Annual Holiday Food Drive.

State Police Arrests Posse Comitatus Members

Officers from the Oakland Field Office of the State Police recently arrested two members of the notorious Posse Comitatus. The Posse is a group that believes people can take the law into their own hands. They also do not believe in paying taxes to the state or federal governments.

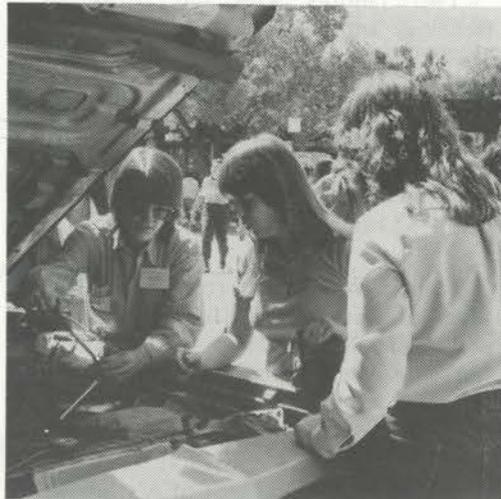
When warrants were issued for tax evasion, the State Police had a difficult time tracking the suspects, but they were eventually located in the jurisdiction of the Oakland Field Office. The CSP officers assigned to the case knew of the Posse's dangerous reputation; however, they were able to serve the two felony warrants safely.

Career Fair At City College

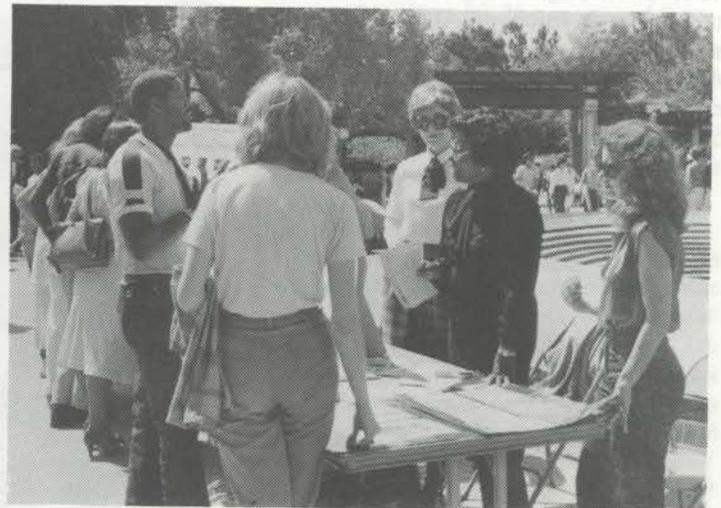
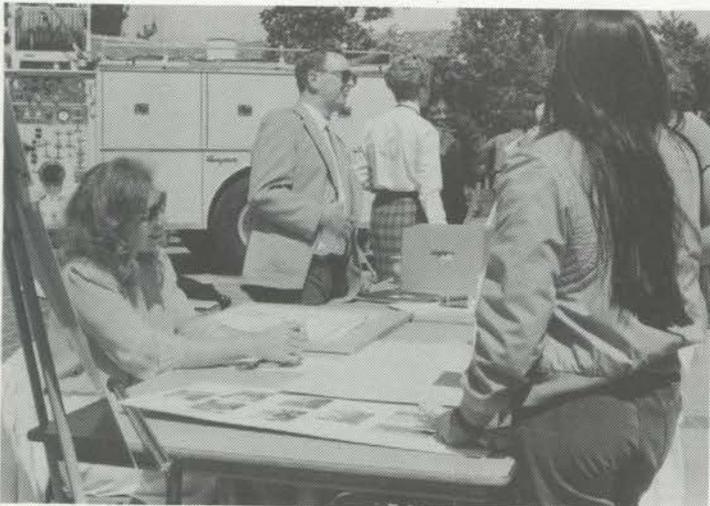


The Department of General Services was a participant in the Sacramento City Unified School District's "Hands-on Nontraditional Careers Fair" held at Sacramento City College on Friday, May 4, 1984. The purpose of the Fair was to provide female Sacramento area high school students the opportunity to meet and interact with nontraditional role models, handle the "tools of the trade" of various occupations and learn about working conditions and opportunities in nontraditional occupations.

Five DGS offices sent representatives to the Fair. The Office of California State Police provided a police car and



officer Susan Griffith discussed career opportunities with the students. Wendy Maworth of the Office of Space Management demonstrated an interior office space layout; Cathie Neagle of the Office of State Printing explained the procedures to produce a printed product from a thumbnail sketch to a 4-color finished publication; and Pat Jones, Dreama Streit, Claudia Cruickshank and Vera Kaiser from Buildings and Grounds explained electrician, stationary engineer and groundskeeper occupations. The Office of Fleet Administration provided an automobile and Becky Roller assisted students in tearing down and repairing the carburator.



Two Retire At Office Of The State Architect

The "First Annual, Never-to-be-Repeated, Cottrell Memorial Hamburger Cook-Out" was held at Discovery Park on April 27 to honor Eugene Cottrell. Gene retired from the Office of the State Architect (OSA) after eight years of state service.

While working at OSA, Gene was a Specification Writer and was very active in the Construction Specifications Institute (CSI). He has received many awards from CSI, has held many offices within the Sacramento Chapter and Western Region and was Western Region Director from 1976-79. He was elected Fellow of the Institute (FCSI) in 1980 for his outstanding service. He is also a primary organizer of the annual CSI Building Products Show held each year at Cal-Expo.

In retirement, Gene plans to remain active in CSI. He is Vice-President and President-Elect of the Sacramento Chapter.

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A retirement luncheon was held on May 1, 1984 for Jack F. Nursement who retired after 34½ years with the Office of the State Architect.

Jack started his career with the State with the Division of Architecture in the Department of Public Works in November 1949 as an Engineering Aid on a survey crew. The Division of Architecture was subsequently renamed the Office of Architecture and Construction and became part of the Department of General Services. It is now known as the Office of the State Architect.

Jack served as a surveyor during his entire career and has acted as a 1-man crew for the last 12 years. He single-handedly directed a multitude of boundary and topographic surveys utilizing inspectors, casual employees, park rangers, office personnel, prison inmates and hospital residents as the survey crew. The largest of these surveys were the facilities for the Youth Authority in Stockton and the California Highway Patrol Academy in Bryte; each was approximately 1,100 acres.

RETIREMENTS

APRIL

Bernard Wittkop, 35 years. Office of Buildings and Grounds

MAY

Eugene H. Cottrell, 8 years Office of the State Architect
Jesse Davis, 30 years Office of Buildings and Grounds
Gertrude Holland, 19 years Office of Management Services
James E. Metcalf, 9 years Office of Buildings and Grounds
Jack F. Nursement, 34 years Office of the State Architect
Don Perkins, 23 years Office of Real Estate Services
Carl Sharits, 32 years Office of the State Architect
Jewel S. Yarber, 13 years Office of Buildings and Grounds
Francis Washington, 25 years Office of Buildings and Grounds

Two B & G Employees Retire

Two Janitors with the Office of Buildings and Grounds retired in May. Jewel Yarber from the Los Angeles area retired after 18 years with the State. Jewel will be traveling extensively after retirement and plans to do lots of fishing.

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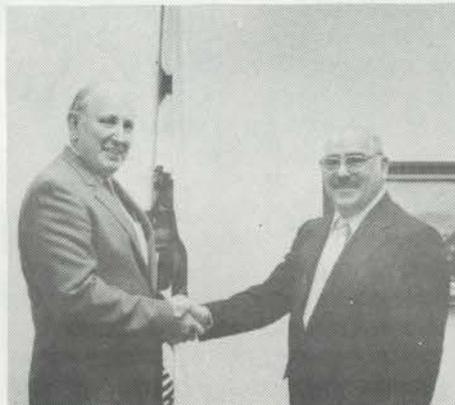
Francis Washington retired after 25 years of state service. In fact, he was presented with his 25-year certificate at his retirement luncheon. Francis was assigned to the EDD Building in downtown Sacramento. He has many outside interests and for many years dressed as Santa and entertained children at CSEA's annual Christmas party, an activity he plans to continue after retirement. Francis also plans to do a lot of fishing and some odd jobs to stay active.

Donald Perkins Retires

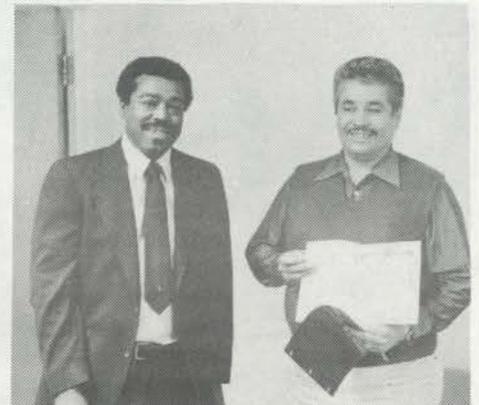
On May 1, 1984 Donald R. Perkins retired after 23 years of service as a Land Agent in the Office of Real Estate Services. Mr. Perkins will be traveling and fishing after retirement.

Gertrude Holland Retires

Gertrude Holland retired from the Office of Management Services on May 4, 1984 after 19 years with the State, 16 years of which were with General Services. She worked as an Account Clerk II in the Payments Section and is looking forward to a wide variety of post-retirement activities. Ms. Holland, an accomplished embroiderer, plans to attend a seminar on embroidery at Mills College this summer. She will also be traveling and gardening and plans to combine the two activities with a trip to the American Rose Society's garden in Shreveport, Louisiana.



Art Kevorkian (right), Local Assistance Officer presents a 25-year award to Robert Oldham.



Mike Moreno (right) receives his 25-year award from Roy Gilkey, Office of Buildings and Grounds.

Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State during the months of May and June. Best wishes to you and thank you for your contribution to our Department and the State of California.

MAY 1984

- Mike N. Moreno Office of Buildings & Grounds
- Vera M. Buss Office of State Architect
- Robert L. Oldham Office of Local Assistance
- Virginia M. Sumpster Office of Local Assistance
- Richard L. Mehlhaff Office of Procurement
- Joseph B. Jang Office of Support Services

JUNE 1984

- Dorthaney M. Harrington Office of Support Services
- Bob L. Gully Office of Support Services

RECENT APPOINTMENTS

- Donald L. Caler Special Assistant to the Director
- Eugene Pieracci Chief, Office of Fiscal Services



Virginia M. Sumpster receives her 25-year award from Local Assistance Officer Art Kevorkian.



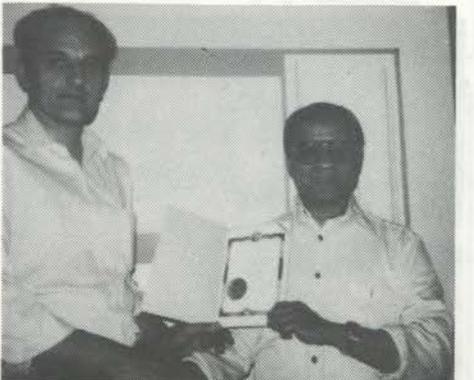
State Architect Whitson Cox (left) presents a 25-year certificate to Vera M. Buss.



Richard Mehlhaff (left), Office of Procurement receives his 25-year award from Al Jeffery.



Francis Washington, (right) receives his 25-year award from Roy Gilkey at Francis' retirement luncheon.



Joseph Jang (right) receives his 25-year award from Ervin Freeman, Central Area Supervisor at the Office of Support Services.

GENERAL SERVICES PEOPLE

"Agent 009" In Space Management

by Robin Bodhiprasart

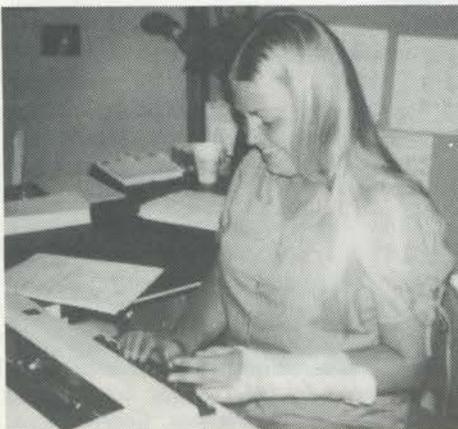
There are many, many State offices which have a "cast of thousands." The Office of Space Management, however, has just one cast: Linda Perschon's.

While "a rose is a rose is a rose," according to Gertrude Stein, if she had instead said that a rose is a pain in the pinky, she would have gotten whole-hearted support from Linda.

Linda's left little finger and an absolutely "humongous" rose thorn collided with each other while she was pruning her roses on a recent spring weekend. The thorn got pulled out immediately, but unfortunately not without having severed a nerve, which left her little finger numb, yet terribly painful whenever she touched or bumped it.

Long story short, a little masterful surgery and a good dose of plaster later, Linda and her pinky were back on the job, ready for duty again. Since Linda is an Office Assistant II, however, her pinky and her typewriter had to have a real showdown. Linda's perseverance and devotion to duty won out, though, and a unique new typing style emerged: the "9-finger loop-over side-swipe." And so she has now been appropriately dubbed "Agent 009." Talk about being typecast!

If Linda promises to keep up her conscientious (and stunningly executed) typing style, OSM promises not to send her roses in appreciation!



Linda Perschon, Office of Space Management, demonstrates her new typing style.

A New Editor For The California State Contracts Register

by Sally McSherry

The Office of Small and Minority Business' California State Contracts Register has a new editor. Carol Ross is a commercial artist with a fine arts background who brings along with her nine years of state service as a graphic artist at the Office of State Printing. The Register is a semi-monthly publication listing service and construction contracts offered by state departments for competitive bid.

Carol's line drawings are familiar to Sacramento as well as Bay Area residents. For three years, she illustrated a weekly column on bicycle tours which appeared in the Sacramento Bee, and seasonally in the Oakland Tribune and the San Francisco Examiner. This was followed by three books published on bicycle tours.



Carol Ross, Editor, California State Contracts Register.

She has also illustrated articles on cross-country skiing and designed the T-Shirts worn by the DGS walkers in the March of Dimes Walkathon the past two years.

The Register will provide Carol with writing experience as well as a better understanding of the business community. Her responsibilities as editor include editing, photography and production of this twice-monthly publication.

Santos Alva, former editor of the

California State Contracts Register will move on to the new responsibilities of Marketing Representative. Santos saw the very beginning of the Register in 1981 and will be working to increase subscriptions by making the business community more aware of this valuable publication. Santos will accomplish this through public service announcements and by direct marketing, a case of government working to provide opportunities to the State's business community.

Golf Results



The General Services' Golf Club announced the winners of the tournament held April 28, 1984 at Bing Maloney Golf Course. Winning the "A" Flight was Bill Mede of the Office of Support Services. The "B" Flight winner was Stan Dew of the Office of Buildings and Grounds. Bill and Stan won \$20.00 each and qualified to compete in the "Tournament of Champions" scheduled at Rancho Murietta.

Other winners at the event include Tom Nakamura of the Office of Fiscal Services winning \$15.00 in the Blind Bogey contest and John Nakamura of the Treasurer's Office who was awarded three golf balls for the lowest gross.

The next event scheduled by the Golf Club will be July 14 at Kennedy Golf Course in Napa. For more information, contact Curt Soderlund at 323-8038.

Franchise Tax — Ground Breaking Ceremonies

On May 10, 1984 the Department of General Services' Director Tony Anthony participated in the groundbreaking ceremony for the new Franchise Tax Board building to be constructed in Rancho Cordova, California.

Nielson, Vasko and Earl, Inc. a Sacramento based commercial contractor will be constructing the \$42 million building designed to house the offices of the nation's second largest taxing agency.

About 11 million tax returns will be processed annually at the new facility when it is completed in January 1986. The facility will house 2,400 permanent employees in 465,000 square feet of office space at Folsom Boulevard and Mayhew Road in Rancho Cordova.

The plans include space for the "Pipeline" Operations Division which is the heart of the tax return processing, a computer facility, personnel-training offices, a cafeteria and a day care center.

Directly to the north of the new facility, a light rail station and parking facility will be constructed as part of the Sacramento Light Rail Project. The building will have not only rail service but also bus service from Rancho Cordova, Fair Oaks, Sunrise Mall, County Club Center and other areas.



Director Tony Anthony, second from right, participates in Groundbreaking ceremonies for the Franchise Tax Board's new building. Also shown, left to right: Robert Earl, Nielson, Vasko & Earl, Inc.; John Kehoe, The Cook Co.; John Shumann, Sacramento Transit Development Agency; Director Anthony; and Jerry Goldbert, Executive Officer, Franchise Tax Board.

State Police Air Patrol Hosted By Local Sheriff's Air Squadron

The Mariposa County Sheriff's Air Squadron recently played host to the members of the State Police who provide air coverage of the California Aqueduct. The Inland Valley Commander for the State Police, Cmdr. Lionel Richards, gave a talk on the State Police, and the CSP's Chief Pilot, Officer Dale Banda, described the functions of the State Police's two aircraft.

State Police Assists Other Agencies With Olympic, Demo Convention Readiness

The State Police is assisting many other agencies in preparing for the upcoming Olympic Games and the Democratic National Convention. In addition to its primary duties in providing protection for state officials at those events, the Dignitary Protection Bureau has provided training for scores of peace officers throughout the state in the area of dignitary protection.

Special classes were set up at the California Museum of Science and Industry (at Exposition Park, where the Olympics begin) and in San Jose, where the police department will have some Olympic involvement and some Democratic Convention involvement.

Better Auto Repair Program

The Department of Consumer Affairs announced the establishment of the Better Auto Repair Program, a new program designed to make shopping for an auto repair shop a little easier for consumers. The program, a three-year pilot in Sacramento, Yuba, Yolo, Sutter, San Joaquin and Placer Counties, is the first of its kind in the country to be administered by a state agency.

Through the voluntary program, automotive repair shops meeting certain standards can be certified by the Department of Consumer Affairs, Bureau of Automotive Repair. As part of the Certification Program, Consumer Affairs checks such things as mechanics' qualifications, warranty standards, financial responsibility and customer satisfaction with repair work.

Shops meeting the standards are permitted to display a Better Auto Repair Program sign. To obtain a list of the certified shops in the six-county area, write:

Certified Shop List
Bureau of Automotive Repair
3116 Bradshaw Road
Sacramento, CA 95827

CERTIFIED

**BETTER
AUTO REPAIR
PROGRAM**

State of California
GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency
SHIRLEY R. CHILTON, Secretary

DEPARTMENT OF GENERAL SERVICES
William J. "Tony" Anthony, Director

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FEEDBACK

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Deputy Director John Babich recently received two very complimentary letters from the State Teachers' Retirement System (STRS). One was from Larry Martin, Manager of STRS's Records and Information Control Unit, commenting on the Office of Procurement's assistance in obtaining microfilm equipment replacement. Mr. Martin wrote, "The support and assistance of your staff in obtaining this equipment has been most gratifying. I have been most delighted in working with Mr. Wayne Fenton who is deeply involved in this procurement. His knowledge, cooperation, concern and particularly patience are most appreciated."

The second letter was from Al Roxburgh, Assistant Chief Executive Officer, adding his appreciation for the effort by staff at the Office of Procurement. He wrote, ". . . the assistance by the Office of Procurement in obtaining equipment for our new building is appreciated by all concerned."

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Earl Erickson of the Office of Management Information and Technology recently made a presentation to students at Bella Vista High School on the subject: "EDP Auditing—A Deterrent to Computer Crime." Barbara Highley, teacher at the school, wrote the Department to comment on the students' interest in the topic and on Mr. Erickson's "outstanding presentation."

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Lee Ransom, cafeteria owner/operator in the Department of Food and Agriculture's Building at 1220 N Street in Sacramento recently wrote Director Tony Anthony to praise the work of Charles Dieringer and Edwin Wong of the Office of Buildings and Grounds. Charles, a Painter I and Edwin, a Building Maintenance Worker, recently repainted the cafeteria.

Mr. Ransom wrote, "We wish to extend our sincere appreciation for a beautiful job well done. Charles and Ed projected enthusiasm for the project and displayed creative energy and pride of craftsmanship completely above and beyond the call of duty". He added, "the results of their work cannot help but be a great morale boost for staff and customers as well."

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Assemblyman Norman S. Waters wrote James Knibb in the Office of Small and Minority Business to thank him for participating in a Small Business Conference hosted by Assemblyman Waters in Jackson, California. "Without question your presence nicely complimented the various workshops and presentations," Waters wrote. He added, "Many conference participants who have submitted an evaluation have commented on the knowledge and helpfulness of the individuals managing the display tables. I am sure that you were instrumental in prompting such favorable comments."

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Anthony Oreglia, Research Manager at the Department of Health Services wrote Brent Korff, Chief, Office of Support Services to express his appreciation for the assistance OSS provided in reproducing a report. "I very much appreciate the high quality job produced by the reproduction staff," wrote Mr. Oreglia. He also commented on the "very helpful assistance from Willie Ellis" and the help provided by Wes Bartell in obtaining cost estimates for the job.

Wes Bartell and Willie Ellis received another letter of thanks, this time from J. B. Hefferlin, Editor of Publications at the California Post Secondary Education Commission. Mr. Hefferlin expressed his appreciation for the help provided by the staff of the Office of Support Services and especially the creative ideas of the perfect-binding crew. He added "we're indebted to you for all your excellent help, all the time."

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Paul Savona, Chief, Office of Space Management received a letter from Bill Cather, Capital Outlay Coordinator for the Department of Motor Vehicles thanking him for the efforts of Phil Salamy and Jack Miura. He also expressed his appreciation for Norton Chapman, stating that Mr. Chapman's contributions "were invaluable to the overall success of our recent office relocation." He added, "Please accept my sincere thanks for the hard work and support which your office has shown DMV in the past and we look forward to continued success in the future."

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State Printer Don Male received a letter from Linda Stockdale Brewer, Director of the Office of Administrative Law thanking him for his staff's help in preparing materials for a press conference. Ms. Brewer wrote, "On very short notice and with cheerful cooperation, Jim Neagle and his staff provided us with highly professional visual materials that helped us explain a complex program clearly and concisely."

The State Printer received another letter, this time from Lydia Schneider, Academic Planner at the California State University, Northridge, commenting on the Printing Plant staff's work in producing the University's catalog. Ms. Schneider wrote, "In September of last year, I accepted the responsibility of coordinating the publication of our University catalog. My first contact was with Will Horst as the Printing Operations Planner for our campus publication. His expertise and advice on the format and the editing of the copy of the catalog was invaluable and is responsible to a great extent for some of the improvements that were initiated this year. Dick Lordge and Vince Palazzotto of Production Control had the patience of saints in accommodating alterations to the production schedule and last minute changes. I was most impressed with the staff people who developed the proofs and the way they called 'Author' attention to possible errors in the copy. It was editing and questioning of a quality I would not have expected in an organization of the magnitude of the State Printer with the myriad of projects for which your plant is responsible."

Gilbert Marguth, Deputy Superintendent for Administration at the Department of Education wrote Chuck Olver at the Office of Space Management to express his appreciation for the assistance of Karen Nelson and Linda McMullin during a recent project. He wrote, "Your staff has made this reorganization possible by their professional counsel, courtesy and support."