



OUTLOOK
May/June 1988

Dignitary Protection Command



20 Years of Service

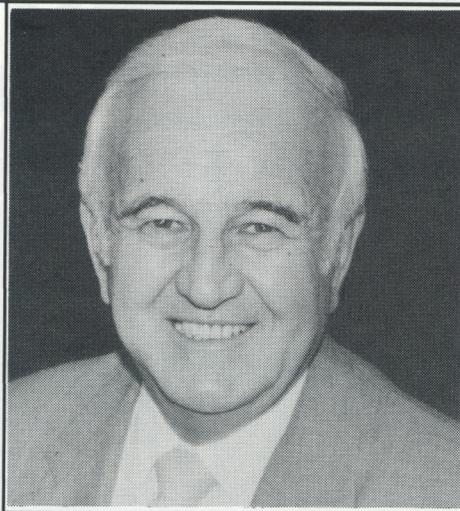
Letter From The Director

Silver Anniversary

The Department of General Services will celebrate its Silver Anniversary this year, constituting 25 years of providing services as the State's business and property manager. During these years, we have seen the Department grow from an organization with a budget of \$40 million to an agency with budget expenditures of nearly \$500 million. Elsewhere in this edition of *Outlook* you will find information regarding the membership of the recently-established Silver Anniversary Planning Committee. I want to take this opportunity, however, to invite all employees of the Department to actively participate in this planning process and to offer your experience and insight into making this event a meaningful celebration.

Support Staff

Although Secretaries' Week has already passed, I want to recognize the invaluable role the entire support staff throughout the Department plays in ensuring the achievement of our goals and objectives. Your contributions and dedication are essential ingredients to the Department's success. Thank you for all your hard work.



DGS AUTHORIZES NEW SUPERVISORY BONUS PROGRAM FOR 1988

The Department of General Services will be participating in the recently-established Supervisory Bonus Program authorized by the Department of Personnel Administration. This program is designed to complement the two existing employee recognition programs: the Managerial Bonus Program and the Sustained Superior Accomplishment Award Program. The new Supervisory Bonus Program takes effect during the 1987-88 Fiscal Year and allows the Department to award one \$750 cash award for each 50 employees in the Department designated as **supervisor**. The Department currently has 546 designated supervisors and is permitted to make up to 11 awards this year.

The program's specifics are as follows:

- The program is based on job performance during a fiscal year. This year's program is based on performance from July 1, 1987 through June 30, 1988. Awards will be made for superior performance which clearly exceeds established standards and represents outstanding contributions to State government. An employee may receive only one Supervisory Bonus per year.
- There is a one month nomination period which begins July 1, 1988. All nominations must be submitted to the Executive Office by August 1. Each supervisor is limited to nominating one employee; however, each Office Chief can nominate as many candidates that he/she deems appropriate. Office Chiefs then forward their nominations to the appropriate Deputy Director. The Chief Deputy Director and the Deputy Directors are allocated a number of bonuses based on their proportionate share of supervisory employees. Based upon the number of nominees, and their bonus allocation, the Deputy Directors will recommend supervisors within their division to receive the bonuses. The Director

ON THE COVER

CALIFORNIA STATE POLICE DIGNITARY PROTECTION COMMAND 20 YEARS OF PROTECTION

In July, 1988, the California State Police Dignitary Protection Command will be celebrating 20 years of protection.

It was in the summer of 1968, during then Governor Ronald Reagan's administration, that the State Police created the elite Executive Protection Bureau. The unit was formed to provide security for the Governor and his family.

Today, the unit is known as the Dignitary Protection Command and it continues to perform its protective mission to the Governor and many other State constitutional officers.

To help celebrate this occasion, the agents assigned to the Command will be wearing newly issued lapel pins. These pins help to identify the agents as armed State Police officers working a protective mode.

The State Police display window, located on the first floor of the east wing of the State Capitol will have a photo display of various protective missions in honor of the 20 years of protection.

The Dignitary Protection Command also plans to relocate to a more spacious office within the Capitol.

(Continued on page 14)

Sustained Superior Accomplishment Awards Ceremony

On May 6, 1988, W.J. Anthony, Director, Department of General Services and Shirley Chilton, Secretary, State and Consumer Services Agency, presented a certificate and check for \$250 to this year's Sustained Superior Accomplishment Award recipients. The annual ceremony was held in the large conference room located at 915 Capitol Mall, Sacramento, California. The deputy directors, executive staff, office chiefs, supervisors and family members were present to honor the awardees.

This year, 33 candidates representing 17 offices were nominated for the award. According to Merit Award Board Rules and Regulations, this Department is limited to 22 awards each year. A Departmental Review Committee consisting of office chiefs, selected the 22 finalists. Meet this year's winners:

ANDREA PRYCHUN
Executive Secretary I
Office of Administrative Hearings



Andi, the Executive Secretary to the Director of the Office of Administrative Hearings for the past ten years, has been in State service for over 20 years. During her remarkable history at OAH, she has shown great initiative and personal effort. At a time when there were several illnesses in the office, Andi not only performed her own responsibilities, but assumed other tasks as well, without complaint and all with exceptional professionalism. She has been the receptionist, account clerk, administrative assistant, order clerk and any other job she felt needed to be done. Because of the nature of its work, OAH frequently deals with other State agencies, the Legislature and the public. Often, Andi is the first employee to receive incoming inquiries. Her friendly and efficient manner represents the best impression of this office.

LELAND LaPERLE
Chief Engineer I
Office of Buildings and Grounds



As Chief Engineer assigned to the Department of Justice facility for the past five years, Lee helped to establish guidelines for the introduction and implementation of a computerized preventive maintenance and energy management system. He works with a great deal of enthusiasm on the CAMS III, the preventive maintenance system program, in training and motivating personnel to achieve the Department's goals. Lee also has set-up an extremely efficient energy conservation program with the Sacramento Municipal Utility District. As a result, the Office of Buildings and

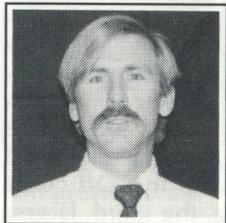
Grounds, Region III, Justice Facility, was awarded the sum of \$7,643 for the first year of its participation in the load-curtailement program. The facility intends to double this award in the near future.

DARRYL JONES
Training Officer I
Office of Administrative Services



According to his supervisor, Darryl is a "PRO" whose special training, ethics, skills, talents and dedication have touched the lives of hundreds of DGS employees, resulting in a more productive work force. Darryl, who functions as the DGS Employee Assistance Coordinator on a half-time basis, has provided professional assistance to hundreds of employees with serious personal problems which either negatively impact their performance on the job or has the immediate potential to do so. As a licensed, professional counselor, Darryl is qualified to elicit data that will help him identify the best resource available to assist employees in coping with particular problems. He carries out this role in an outstanding manner. In addition to his duties as the Employee Assistance Coordinator, he also carries a heavy training load. His ability as a trainer has been recognized by many professionals who have benefited from his work. Darryl's contribution are a great asset to the office as well as the Department.

DAVID NISENBAUM
Energy Resources Specialist II
Office of Energy Assessments



Since joining the Office of Energy Assessments in June, 1985, David's primary responsibility has been Project Manager for energy effi-

ciency projects financed through the Energy Efficiency Revenue Bond Program. When the office experienced two Project Manager vacancies, David was required to act as Project Manager for over 45 energy bond projects. Normally, a Project Manager would be assigned four to six projects depending upon the value and complexity of those projects. Currently, David is managing projects which range in cost from \$70,000 to \$4 million and total over \$45 million. Twenty projects have now been funded through the Public Works Board due primarily to David's hard work and commitment. In 1989 alone, the Office estimates that these 20 projects will save the State \$730,300. Over the 20-year life of the project, the savings will equal \$57,918,000.

Now that the two vacancies have been filled, David performs admirably in training these new staff members as project managers. He demonstrates patience and helpfulness, showing good managerial qualities.

ANNA PAHL
Office Technician
Office of Fleet Administration



Anna has worked for the Office of Fleet Administration for a number of years and continues to set an example as a dedicated, industrious employee. She consistently handles a multitude of assignments in an outstanding manner. Some of her responsibilities include: preparation of the State Auto Auction Schedule, travel log maintenance for cars, inventory of the fleet and locator files, and issuance of agency code charge cards as well as gasoline credit cards. She also serves as a central depository for reports and documentations of motor vehicles relating to their acquisition, registration, usage, inspection and, ultimately, their disposition. Anna has provided excellent leadership for several

years and has gained the respect of co-workers, departmental staff, and agency contacts. Recently, Anna was promoted to the position of Secretary to the Office Chief where she contributes greatly to the overall operation of the office.

DIANE E. CORBET
Senior Account Clerk
Office of Fiscal Services



As an Account Clerk in the Cashier's Unit of the Office of Fiscal Services, Diane performs at an almost 100 percent error-free level. She is

able to do her work with a minimum of supervision. As vacant positions are filled, Diane voluntarily advises and trains the less experienced. The quantity and quality of her work is far and above what is expected of most employees. An assignment can be given to her with the assurance that it will be done in a timely and correct manner. She is capable and always willing to research problems, provide information and meet deadlines without complaint.

Diane's desk has developed from a position that required constant supervision to a position with a high degree of initiative and independence. Duties not previously assigned were added because of her ability to get the job done. Especially noteworthy is Diane's personal dedication, enthusiasm and genuine concern for the clients served by her Office.

DEBRA M. HAMILTON
Staff Services Analyst
Office of Legal Services



Debra has an unusually heavy workload acting as Office Manager for the Office of Legal Services, with the responsibility for all administrative

functions. In addition, she is also the Assistant Administrator for the Legal Support Unit, micro-computer network. Despite this heavy workload, Debra is always willing to assist others with problems or to answer questions. During the summer months when the workload nearly doubles, she assists the clerical staff with processing documents to ensure that all deadlines are met.

Being responsible for changing the Office from a 100 percent manual process

to a totally automated system, Debra spent much of her own time reading manuals and learning about computers. Specifically, she developed a program used to track and report the status of legislative bills sent to the office for review. She also developed the tracking system for the Victims of Crimes Program.

To accommodate her increasing responsibility, Debra consistently works through lunch hours, comes to the office early and takes work home. She also attends classes at the on-site college program in the evening. In spite of her heavy workload, she finds time to volunteer as coordinator of several programs including United Way and the Holiday Food Drive.

KAREN L. JACKSON
Staff Services Analyst
Office of Management
Technology and Planning



As an instructor in the State EDP education program known as SEEP, Karen consistently receives excellent ratings in the evaluations

submitted by her students. Comments universally focus on the outstanding quality, creativity, and ingenuity she brings to her teaching. Students ranging from clerical level to CEA appointments have pointed out that Karen often turns an expectedly routine class into one that is interesting and worthwhile. As a highly competent and enthusiastic instructor, Karen generates immeasurable goodwill for SEEP. Recently, Karen helped to create several student workbooks. These workbooks are so well prepared that other departments have requested to purchase them to conduct their own training. As a result of Karen's hard work and efforts, SEEP's reputation has grown into one of a highly respected professional entity known for high quality training.

EVA M. COLLIER
Field Representative II
Office of Local Assistance

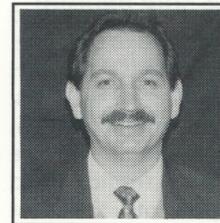


As the lead Field Representative, Eva assumes responsibility for over 500 projects which are being administered by the Office of

Local Assistance for the third largest

public school district in the United States. She is also responsible for training several field representatives and for coordinating a very heavy workload of a highly technical nature. She works with the Los Angeles School District, an older district, sorely in need of additional school facilities to accommodate approximately 600,000 students. Eva is instrumental in planning and conducting workshops at the State to familiarize architects, school officials, school board members and other interested parties to the complexity of the program. Her workshops, training of staff, and other responsibilities as a whole, have significantly impacted the amount of time that must be spent in processing applications from the school district. They have allowed the projects to move through the construction phase in a shorter time frame. This has resulted in cost savings to school districts as well as the State and has helped to accommodate the growing elementary and high school population throughout California.

RICHARD T. SHEFFIELD
Field Representative II
Office of Local Assistance



Richard has been employed at the Office of Local Assistance since April 1985. In 1986, when one of the units was experiencing an overwhelm-

ing backlog of project applications, the supervisor of that section requested temporary assignment of Richard. Richard proved to be a tremendous asset as the backlog was substantially reduced. Later, when that same supervisor was given a special assignment, he asked that Richard become acting supervisor for the staff. "He took it over without missing a beat," said the supervisor, "and has been running the Section in an effective and orderly manner." Richard has been an exceptional employee from the start; eager to learn and always asking questions. He learned the complex program administered by the Office of Local Assistance in less time than most. The office has increased by 150 employees and Richard has proved to be a reliable asset in providing training. He also volunteered to participate in a series of statewide seminars for the purpose of instructing school districts in the provisions of new legislation affecting the school building program.

JEANNINE GENDAR
Staff Services Analyst
Office of Procurement



As a member of the Research and Analysis Unit of the Purchasing Section of the Office of Procurement, Jeannine consistently takes on progressively more complex and sensitive duties over and above those normally assigned to her position. In addition to the special assignments, she has also been the key administrative person on a wide range of critical management projects affecting the Office of Procurement. As legislative coordinator, she consistently provides quality assessments and analysis of proposed legislation, some of which are very technical in nature. Jeannine is a member of the Core Group on the PIN Project and after training with UNISYS, she became the office's key person regarding office automation. She subsequently provided both classroom and individual assistance in all areas of automation to Procurement employees. In addition to her heavy workload, Jeannine has found time to play an active role in the DGS Women's Program. She served as information officer, vice-president and president. She has accomplished all of her assignments in a competent, professional manner with a minimum of direction and in the timeframes requested. *(Editor's note: In February 1988, Ms. Gendar transferred to the Native American Heritage Commission where she continues her work as an analyst.)*

LEA TRUSS
Staff Services Analyst
Office of Procurement

(No picture available)

Assigned to a special project team that is responsible for replacing the Office of Procurement's Statewide Logistic and Management Maintenance System with an on-line, real-time statewide purchasing program known as PIN or Purchasing Information Network, Lea has been a key person in developing the system and creating a new stock item numbering system containing over 56,000 items.

She has spent many hours agonizing over what the new system should and should not do, knowing that her decision

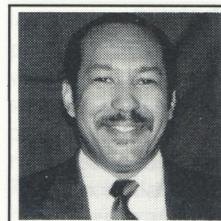
will affect the way the Office of Procurement does business for many years. Among her many accomplishments, Lea was instrumental in writing the feasibility study report and interfacing with the Department of Finance to obtain project approval. She has done all of this and more while maintaining an enthusiastic, positive attitude and a professional demeanor. She is highly regarded by her co-workers, has a strong work ethic and good sense of responsibility. Much of what she is doing will impact the Department for many years to come.

JOANN BLANDFORD
Administrative Officer
Office of
Real Estate and Design Services



In her capacity as Administrative Officer for the Office of Real Estate and Design Services, JoAnn is the primary person responsible for preparing the office budget. In that capacity, she demonstrated a thorough knowledge of program activity and presents the budget in a format which clearly states office budget requirements. Responsible for all personnel actions of the office, JoAnn's comprehensive knowledge of personnel policies and procedures has resulted in quicker and more accurate completion of personnel actions. She serves as the lead person in bringing together office resources and organizing efforts to study office automation needs. Possibly, however, her greatest asset is her ability to work with the 20+ supervisors responsible for office operations. Her knowledge and skills allow her to assume the added responsibilities of the merged offices of Space Management and Real Estate Services with near total acceptance and support.

ERIC U. BROOKS
Associate Small Business Officer
Office of Small and Minority Business

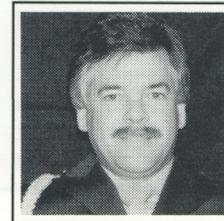


Employing his unusual degree of expertise and his highly developed skill as a negotiator and conciliator, Eric's perseverance and successful interaction with others has given him great success. His accomplishments have resulted in the streamline and up-

to-date process to assist small business in obtaining its fair share of business with the State. His efforts also allow the Department to satisfy the legislative mandates to account for, qualify and report the annual participation level of small and minority business. Eric's accomplishments include the development of a matrix analysis model that has been used to reflect the economic condition of 170 industries in California. It has allowed the office to update its series of specific industry income thresholds for the first time in six years.

At the request of the legislature, Eric was responsible for organizing and conducting a series of industry meetings throughout the State on the Small Business Procurement and Contract Act. During the latter part of 1987, he devoted several weeks to working closely with the Governor's Procurement Workshop.

ALAN BRIDGES
Sergeant
California State Police



Through independent action, much of which was done on his own time, Sgt. Bridges has helped to improve the CSP operations and procedures. These improvements have resulted in a safer environment in State buildings and greater protection for State employees and the public. When assigned to the North State Command, he discovered that the CSP was unable to effectively retrieve statistical criminal data. On his own time, he developed a computer entry system and data base which made the retrieval of the data possible. He also observed that the CSP model emergency plan was not appropriate for the variety of State office buildings in the Sacramento area. Through his own initiative, he developed "The Sacramento Model Emergency Plan for State Facilities" which was adopted by the CSP. Sgt. Bridges also worked with the Telecommunications Division to bring about the installation of telecommunication devices for the deaf into the State Police dispatch centers. As a result of this accomplishment, he was awarded the Governor's Employee Safety Award.

In April of 1986, when he was assigned to the headquarters' Communication Section, he made several changes in procedures which resulted in substantial savings.

GLENN E. WALTON
Sergeant
California State Police

(No picture available)

In the dual role of operational supervisor of police personnel and administrator of a field office, Sgt Walton performs with a high degree of efficiency. His talents are recognized by personnel throughout the command. He always takes that extra step not normally required of a field office supervisor. His strong management talents have resulted in an efficient and effective operation in the Bakersfield field office.

Last year, staff recognized that a consistent statewide system needed to be established for reporting and recording service data to the Department of Water Resources by CSP personnel servicing State water projects from six different field offices. After studying this complicated problem, the Inland Valley Command turned to Sgt. Walton for the answer. He developed the Walton System which serves as a model for service data reporting and has been established in all State field offices serving the water project. Sgt. Walton's personal involvement in this complicated problem has resulted in an effective and efficient solution to an inter-departmental liaison problem between the CSP and the DWR.

KEN PECKINPAUGH
Lithographic Platemaker
Office of State Printing



An Office of State Printing employee since 1949, Ken is a well-liked and highly respected employee who gives 100 percent of himself day in and day out. Three years ago he brought this same attitude and aptitude to the pre-press department; more specifically, the Rachwal Section, a new computerized plate projection system. His never-say-die and can-do approach that he took when writing the program for the motor vehicle code is just one example of his outstanding work. This program which he took home, on his own time, and burnt the midnight oil to perfect, saved the pre-press department over 100 hours. His savings allowed the

camera layout and platemaking areas the opportunity to meet production schedules on other work. According to his supervisor, Ken Peckinpaugh, a 38-year veteran at OSP, is a guy whose "star shines a little brighter."

GUY BLAIR
Associate Governmental
Program Analyst
Office of Support Services



From the beginning, Guy has been impressing both customers and vendors with his knowledge and ability. However, to date, his greatest achievement has been his work defining and promoting the concept of "desktop publishing." In 1987, OSS decided to investigate the advantages and disadvantages of this emerging technology. Guy was given the assignment to research the market in this area and to make appropriate recommendations. He planned and executed a detailed study which defined, supported and recommended the State's total involvement in desktop publishing. He has become known as the expert in this area throughout the State. His study has received widespread distribution and strong acceptance throughout California. As a result of the study, Guy was given the additional duty of developing a series of training workshops directed at middle and top management to demonstrate the advantages of desktop publishing. Guy spent many hours at home organizing materials and doing administrative work on his home computer. He wrote promotional flyers, organized the class, generated the outline and summarized the follow-up materials necessary for the success of the class. He always does this extra work with enthusiasm and zeal. The numerous letters of commendation that he has received over the years attest to his dedication to the job.

THOMAS M. FAIRGOOD
Office Technician
Office of Support Services

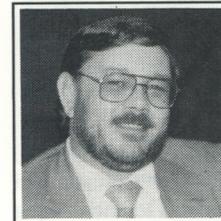


Responsible, dependable, dedicated, capable, competent are all adjectives used by Tom's supervisor to describe the quality of his work at the

Office of Support Services. As an Office Technician in the Procurement Unit of the Mail and Messenger Program, Tom has established and maintained high production and quality standards. Under his leadership, the Unit processes 20 bids and 100 purchase orders a day, always under constant pressure of perfection and deadlines. All this necessitates working overtime hours. Accordingly, Tom has worked 266 hours of overtime from January, 1986 through November, 1987. Overtime also requires special arrangements to be made to deliver the procurement materials to the main post office. Tom routinely volunteers to use his private vehicle to transport the materials to the Royal Oaks Post Office after hours.

In spite of his heavy workload, he finds time to be active in the departmental food drive, United Way and the March of Dimes campaigns. According to his supervisor, Tom doesn't walk the extra mile "he runs it."

JAMES COTTER
Telecommunications
Systems Manager I
Telecommunications Division



When the Telecommunications Division received approval to make full use of automation to increase efficiency and reduce costs, James was chosen to spearhead this task. It was his ability to visualize and understand the Division's future needs that led to the development of a system with over 200 work stations. Plans are also in the works to tie the Division's field operations to the system which will add an additional 200 work stations. Jim's relentless efforts over the last three years have been the key ingredient to making this system a success. He has spent endless hours on his own learning about automation and application in the telecommunications environment. A focal point of the Division's automated system is project management. Typically, the Division has several thousand active projects at any given time. Jim and his section are responsible for the design, development, operation of these systems as well as for the evaluation and selection of software. Jim's efforts have resulted in increasing the productive hours of technical staff

(Continued)

which has reduced the need for additional personnel. An additional benefit has been a reduction in inventory. This has resulted in an annual savings of \$85,000. These savings allow the division to reduce its rates which has a direct impact on their clients.

RICHARD CABO

Senior

**Telecommunications Technician
Telecommunications Division**



Richard's dedication to duty was first brought to attention during the catastrophic floods of February, 1986, when he volunteered to attempt

to reach the communications vault atop Mt. Cahto to restore critically needed flood measuring communications equipment for the Department of Water Resources. His efforts succeeded and the entire North Coast Flood Control System was restored to service. The conditions were so dangerous that day, that as Dick descended the mountain after completing his work, the built-up water completely washed out the access road making it impossible to reach the vault for over ten days.

Richard further distinguished himself during the forest fires of 1987. This time it was the California Department of Forestry and Fire Protection who reaped the benefit of his willingness to go the extra mile. During the Mendenhall fires, the second largest in the State, the Department of Forestry and the United States Forestry Service, were trying to contain a fire that already destroyed 80,000 acres of valuable land.

Putting his over 25 years of communication technology experience to use, Dick devised an ingenious method of converting on-hand equipment so that communications were possible to and from the fire camps on each side of the huge fire. During the two-week campaign to fight the fire, Dick was seen at every location, in and around the fire, servicing communications equipment as needed.

Special Recognition For Nominees

Each year, the Department of General Services participates in the Sustained Superior Accomplishment Program sponsored by the Department of Personnel Administration. All employees designated as rank and file and/or confidential are eligible to participate. Based on our population of employees, the Department is authorized to present 22 awards each year. This year, 33 candidates were nominated for the award. It was the arduous task of the Departmental Review Committee to select the 22 finalists.

"It is truly an honor," stated W.J. Anthony, Director, DGS, "to be nominated for this award. It is the dedication and commitment of employees like these that make this organization succeed." This year's nominees who are not finalists are as follows:

Office of Administrative Services	Jan Dietz Marianna Stevens
Office of Fleet Administration	Sue Gutierrez
Office of Real Estate and Design Services	S. Janet Lemley Kenneth Liljegren Joe White
Office of Small and Minority Business	Carol Ross
Telecommunications Division	Orval J. Anderson Paul Harrison Alan Muir Karen A. Williams

Each of these nominees deserves special recognition for their high standards of quality job performance.

CHRISTAL WATERS

Associate Planner

Office of Project

Development and Management



Since becoming a member of the OPDM staff three years ago, Christal has demonstrated exceptional project management skills and leadership in a variety of projects. These projects range from preparation of environmental studies for comparatively small public facilities to much larger projects such as the environmental impact report on the Del Mar Fairgrounds and Racetrack Master Plan. Also, Christal has had a major role in the effort to site one of the largest projects ever proposed in California, the Superconducting Super Collider.

Christal was responsible for preparing a supplemental environmental impact report on the update masterplan of the Del Mar Fairgrounds and Race Track in San Diego County. She did an excellent job on a difficult assignment.

The other far more substantial project was her work on the coordination of the environmental study and departmental participation in the State's recent proposal to the U.S. Department of Energy for siting this Superconducting Super Collider. While the State recently learned that it had unfortunately not been selected for the DOE project short list, Christal's work on this project deserves special recognition. Her involvement on this project can be termed nothing less than a complete success. One of the most important accomplishments was that she was able to retain the personal respect and cooperation of diverse groups of individuals and organizations including those that opposed the SSC.

Meet the Executive Office Secretaries by Mary Bretzke

Many of you may already know the secretaries in the Executive Office who are being featured in this edition of *Outlook*. For those of you who don't know them — except, perhaps, by voice and name — the short profiles presented here will help acquaint you with these talented women who are invaluable members of the Executive Office staff.



Joanne ("J.R.") Rhinehart has been Secretary to the Director since January 1983. She has worked as a secretary in state service for more than 20 years and finds secretarial work both interesting and challenging. She and her husband, Alan, commute to Sacramento daily from Stockton, where they — along with their English Bulldog "Mousse" — make their home. Two years ago, J.R. embarked on a weight loss program and today she is a petite size 7. As part of her weight loss regime, she became an expert on fitness, exercise and nutrition and continues to spend time learning about these subjects. In order to maintain her weight loss, J.R. walks about eight miles each day and makes a conscious effort to eat the right foods. She also is a volunteer counselor for current participants in the weight loss program, which is administered by St. Joseph's Hospital in Stockton. Other interests are photography, fishing, swimming and enjoying the outdoors in general. She also enjoys traveling with Alan on the north coast, particularly the Carmel area. J.R. admits that another "hobby" she has developed is shopping for (and buying!) clothes.

A member of Professional Secretaries International, J.R. says the Executive Office is a great place to work. "One never knows who's going to be calling or what questions will be asked of you by callers. Work is hectic at times, but always challenging and varied. The variety comes from the nature of the business conducted by General Services. I've learned a lot more about state government since coming to work for DGS!"

Judy Curtis is Secretary to the Chief Deputy Director and has been with our Department since September 1987. Judy went to work for the Department of Food and Agriculture in 1975 and continued her state employment with that department until her transfer to DGS last fall. Her husband, Bill, now works for the Department of Corrections, but until his transfer last fall was a 13-year veteran of DGS. Judy enjoys traveling and her favorite places to visit are Oregon and Hawaii. She also likes to play card and dice games, loves "testing" new restaurants and is a devoted football fan (her favorite team is the Raiders). Judy claims that her husband is a "football widower" on Monday nights, as *she* is the one glued to the TV set! Other favorites of this sports enthusiast are baseball and basketball. (Of further interest is that Judy has developed an interest in entomology — the scientific study of insects — apparently as a result of her many years with the Department of Food and Agriculture. She has four "pets" living in a container on her desk and each answers to the name of "Spike". These adorable creatures are scientifically known as *Tenebrionidae-cryptoglorra verrucosa* and more commonly known as Darkling Ground Beetles... definitely worth a visit!)

Judy indicates that she is constantly amazed at the scope of responsibilities handled by the Department and comments that "I am learning something new every day."



Pearl Sugimoto has worked in her current capacity as Secretary to the Deputy Director of the Building and Real Estate Division for the past year. Other DGS experience includes assignments in the Office of Administrative Services and the Office of Fleet Administration. Prior to entering state service four years ago, Pearl worked as a medical secretary and also as a legal transcriber for several court reporters. Her husband, Ralph, is a Certified Public Accountant and a partner in the accounting firm of Pfanner and Tate. They are the proud parents of two children, Stefanie and Douglas. Stefanie is presently a sophomore at Long Beach State University majoring in Criminal Justice, and Douglas is a junior at John F. Kennedy High School, where he is a member of that school's award-winning debate team. Pearl is active in community organizations such as the Cerebral Palsy Guild. She is also an active member of her church — the Sacramento Buddhist Church — and participates in many of its fundraising activities, including the well-known Bazaar which is held each summer.

Pearl says that "Working in the Executive Office has given me the opportunity to meet and deal directly with state officials and the public," something she finds personally challenging and interesting.

Coreen Lucero-Perkins is Secretary to the Office of Legislation and came to work for the Department just a few months ago. Corey's state service spans 7½ years, and includes working in a secretarial capacity for the Departments of Motor Vehicles, Social Services and Developmental Services. Just before coming to work for us, Corey was a full-time student at Sacramento City College and her plans include transferring to CSU Sacramento as a Junior to study in the area of social work with an emphasis on juvenile delinquency. Corey's husband of three years, Fred, also works for the state and both are looking forward to having children in the not-too-distant future.

Corey's comments regarding her position: "I find this position the most challenging of my career in terms of level of responsibility, magnitude of decisions made, the high-level contacts, and the variety. I anticipate it to be rewarding in both my career and subsequent personal growth."



Stephanie La Chaux (pronounced "La Show") is the most recent addition to the Executive Office secretaries. She, like Judy Curtis, came to us from the Department of Food and Agriculture where she worked for 5½ years. Prior to that, her state service consisted of one year with the Department of Developmental Services. In addition, Stephanie has experience in the private sector as a legal secretary and has worked in a secretarial capacity in the insurance industry and the University of California at Davis. Stephanie is the primary receptionist for the Director's Office and also provides secretarial services for Executive Office staff. Travel, cooking and jazzercise are three things that Stephanie particularly enjoys. Her career plans include participation in state examinations and focused training in the areas of personnel and analytical concepts.

"My first weeks working in the Executive Office have been pleasant and interesting. My biggest challenge is learning the computer system and Executive Office procedures."

In a future edition of *Outlook*, the secretaries to other Executive Staff members not included here will be featured.

HAPPY FATHERS DAY TO ALL DGS DADS

Bobby brought home a report card heavy with poor grades.

"What have you to say about this?" asked his Father.

"One thing for sure," Bobby replied. "You know I ain't cheatin'!"

Courtesy of VIKING VACUUM, Houdaille Industries, Inc., Cedar Falls, Iowa. R.A. Frandsen, Editor.

To be fair, however, I must admit that from time to time children do like to share with siblings. For example, once in a while a brother will try to remove his sister's arm so he can play with it.

(Bill Cosby, Fatherhood, Doubleday/Dolphin.)

Father answering telephone, "No, this is not 'Dreamboat.' This is the supply ship."

A father enters his son's room and sees that the boy is missing his hair.

"What happened to your head?" the father said, beholding his skin-headed son. "Did you get a haircut?"

"I don't know," the boy replies.

"You don't know if you got a haircut? Well, tell me this: Was your head with you all day?"

"I don't know," said the boy.

(Bill Cosby, Fatherhood, Doubleday/Dolphin.)

State of California
GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency
SHIRLEY R. CHILTON, Secretary

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

OUTLOOK

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James Morgan, Chief

Mary Anne Riehl-Campos, Editor

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JUNE 19, 1988

SERVICE AWARDS



MAY

RECIPIENT	OFFICE
Clarence Cullimore	Office of the State Architect
Joseph E. Ryder	Office of the State Architect
William A. Woodall	Office of Management Technology & Planning
Jennie A. Martinez	Office of State Printing

JUNE

RECIPIENT	OFFICE
John E. Drake	Telecommunications Division

RETIREMENTS

NAME	OFFICE	STATE SERVICE
Eunice Washington	Office of Building & Grounds	14 years
William G. Rost	Telecommunications Division	12 years
Cornelis Sinkeldam, Jr. ...	Office of the State Architect	19 years
Jeremi Strachocki	Office of the State Architect	11 years
Jacob Ebling	Office of Support Services	14 years

OSS Employee Jacob (Jack) Ebling Retires

A fond farewell was given to **Jack Ebling** at the Office of Support Services. Retiring after 14 years with DGS, Jack was a Technician in the Office Machine Repair Unit. He entered State service after completing 22 years of service in the U.S. Army.

A retirement dinner honoring him was held at the Date Avenue Holiday Inn in Sacramento. Friends, family and past and present coworkers from OSS as well as from other State departments, attended the event. Brent Korff, Chief of Support Services, presented Jack with a retirement certificate and a letter of appreciation from William J. Anthony, Director. As

a retirement gift, Jack was presented with a portable stereo system. To remind him of his days on the job he was also given a well-used parts supply box filled with obsolete parts from adding machines that Jack had formerly worked on.

He and his wife recently purchased a large travel trailer and pickup truck, and plan to do extensive traveling throughout the United States, visiting old friends and sightseeing, before settling down in one spot. All of his friends at OMRS extend best wishes to him and his wife in their travels and retirement.

BILL WOODALL CELEBRATES 25 YEARS OF SERVICE

A DGS employee since 1975, **William A. Woodall** recently celebrated 25 years of State service. Bill started his State service career with the Department of Transportation after serving three years in the army. He is a Staff Programmer Analyst with the Office of Management Technology and Planning. His area of expertise is in system development.

An enterprising individual, Bill's last "big project" was building board-by-board and nail-by-nail, a 3400 square foot home in El Dorado Hills. He and his wife of 25 years are now enjoying the fruits of their labor — with a beautiful 2-story home on 10 acres. They refer to their home as a "mini-ranch" and spend a lot of time building decks, feeding horses, and enjoying the surrounding beauty.

In his spare time, Bill enjoys hunting, deep-sea fishing and playing pinochle. He is also a member of the El Dorado Hills Planning and Advisory Group.



BRENT KORFF, Chief, Office of Support Services, congratulates JACK EBLING, OSS, at his retirement dinner.

Elosia Stratton Celebrates 25 Years of Service

Elosia Stratton, Key Data Supervisor III, with the Office of Management Technology and Planning, celebrated 25 years of State service on April 1, 1988. Elosia started her career as a journey-level Key Data Operator with the California Highway Patrol in 1962. In 1969 she was promoted as Key Data Supervisor I and has worked in a supervisory capacity since that time. She has been employed with the Department of General Services since 1981. A Louisiana native, Elosia enjoys experimenting with different recipes and is especially fond of cooking and eating Creole food. She is known as the "family baker." It is not uncommon during the holiday season for Elosia to prepare a dozen or more pies, one for each family member. She has been a member of St. Andrews AME Church since 1959 and she actively promotes church fund raisers and is currently serving as Stewardess. Being a first-time grandmother, Elosia totally agrees that happiness is being a grandmother. A valued employee of OMTP, co-workers and friends look forward to her many more years of service with the Office.

Training Course Schedule

June — September 1988

- Career Goals: A Skills Analysis** (8:00 a.m. - 4:00 p.m.)
Section 1: July 18
Section 2: Sept 27
- Civil Service Examination Workshop** (8:00 a.m. - 12:00 noon each day)
Section 3: June 20, 21, 22, 23 & 24
- Completed Staff Work** (8:00 a.m. - 5:00 p.m.)
To Be Announced
- Conflict Management** (8:00 a.m. - 4:00 p.m. each day)
To Be Announced
- Developing Your Leadership Skills** (8:00 a.m. - 4:00 p.m. Day 1 & 2
8:00 a.m. - 3:00 p.m. Day 3)
Section 1: July 26, 27 & 28
- Dynamics of Change** (8:00 a.m. - 4:00 p.m. each day)
To Be Announced
- Effective Networking** (1:00 a.m. - 4:00 p.m.)
To Be Announced
- Grammar and Punctuation** (8:00 a.m. - 12:00 noon each day)
To Be Announced
- Investment in Excellence** (8:00 a.m. - 5:00 p.m. each day)
Section 25: June 15, 16, 17 & July 19
Section 26: June 22, 23, 24 & July 25
Section 1: July 13, 14, 15, & Aug 22
Section 2: July 20, 21, 22 & Aug 23
Section 3: July 27, 28, 29 & Aug 30 (San Bernardino)
Section 4: Aug 1, 2, 3 & Sept 6
Section 5: Aug 8 (Day 4 make-up)
Section 6: Aug 10, 11, 12 & Sept 19
Section 7: Aug 17, 18, 19 & Sept 20
Section 8: Aug 24, 25, 26 & Sept 26
Section 9: Sept 1, 2 & Oct 3 (Days 2, 3 & 4 make-up)
Section 10: Sept 7, 8, 9 & Oct 11
Section 11: Sept 14, 15, 16 & Oct 14 (Fresno)
Section 12: Sept 21, 22, 23 & Oct 20
Section 13: Sept 28, 29, 30 & Oct 31
- Managing Communications Thru Assertion** (8:00 a.m. - 4:00 p.m. each day)
Section 1: Aug 4 & 5
- Managing & Surviving Organization Stress** (8:00 a.m. - 4:00 p.m. each day)
Section 1: Aug 15 & 16
- Management Briefings** (Day 1 — 8:00 a.m. - 4:00 p.m.)
Section 2: June 27 & 29 (Day 2 — 8:00 a.m. - 12:30 p.m.)
- New Employees Orientation** AM Classes (8:00 a.m. - 11:00 a.m.)
Section 1: Aug 9 (a.m.) PM Classes (1:00 p.m. - 4:00 p.m.)
Section 2: Sept 12 (a.m.) (San Francisco)
- Supervisors' Forum** (8:00 a.m. - 4:00 p.m. each day)
To Be Announced
- Supervisory Development Program (SDP)** (8:00 a.m. - 4:00 p.m. each day)
Section 5: (Week A): June 27, 28, 29, 30 & July 1 (San Francisco)
(Week B): Dec 5, 6, 7, 8 & 9 (San Francisco)
Section 1: (Week A): Sept 12, 13, 14, 15 & 16
(Week B): March 13, 14, 15, 16 & 17, 1989

DGS

Silver Anniversary Planning Committee

W.J. Anthony, Director, has chosen Leonard Grimes, Assistant Director, Special Projects, as chairperson of the DGS Silver Anniversary Planning Committee.

Other departmental representatives are as follows:

Rosamond Bolden, Chief, OB&G
Mary Bretzke, Exec Office
Brent Korff, Chief, OSS
Larry Maher, CSP
Stim Suzuki, Chief, OSMB
Al Tolman, Dep. Director,
Telecommunications Division
Les Wickey, Chief, Records Mgmt
Mary Anne Riehl-Campos, OAS

Plans for the 25-year celebration include a
Departmental Picnic on September 25, 1988.
MARK YOUR CALENDAR!! AND PLAN TO ATTEND!!



What Role Do You Play In Departmental Communications?

by: Georgia Lee,
Women's Program Officer

As the DGS Women's Program Officer, my travels take me throughout the State to numerous departmental field offices. One of the most common questions I receive during these visits is "Where can I get this information?" Or, similarly, "Why don't we hear about this?" After considerable thought, it became apparent to me that some employees aren't aware of some of the more common communication methods used within the Department. Therein lies the problem and the solution. To understand what you need to do to become and remain informed, you must first understand the flow of communications, what an organization tends to communicate, and the methods by which we at General Services communicate. You must also understand that General Services is a large department, with offices scattered throughout the State. This alone can hamper communication. Employing over 4,400 employees, and implementing a diversified mission, the incidence of communications increases astronomically. The messages can become very complex.

Research suggests that communications flow in three basic directions:



Downward—from management to employees
Upward—from employees to management
Horizontally—between sub-units or among peers

Organizationally, downward communications is the most commonly used, and it's five basic elements are:

- **Job Instruction**—What we are to do and how to do it
- **Rationale**—Why we do it
- **Feedback**—How well we're doing the job
- **Ideology**—Justification of our mission
- **Information**—Policy, Activities

These elements are more frequently written than spoken and are communicated through such methods as newsletters, departmental and office manuals, letters or memos to employees, paycheck stuffers, Administrative Orders, policy memos, Job Opportunity Bulletins, or reports and fliers.

Although General Services is a statewide operation, the Department is mostly "centralized" in Sacramento. My source suggests that in centralized organizations, the communications channels (official routes of communications) are fewer than in decentralized organizations. Taking that concept one step further, within either type of organization, some positions are more central to the organizations' activities than others. Therefore, the closer you are to the "action," the more access to the communications channels. Within General Services, the official route of communication is generally from management-to-supervisor-to-employee. Where are you in this structure, and how can you best facilitate communications within the Department?

If you are a part of the official communications channels, strive to facilitate the flow of information by making an extra effort to share information with employees. Those who are not, familiarize yourselves with the sources of information and work at becoming more informed. Make it a point to periodically check the sources of information which are available to each employee. To some extent, you can determine where you will be in the communication picture within this Department.

An additional factor to be aware of is "filtering." Filters can take the form of people, attitudes, beliefs or experiences. They affect your ability to receive and transmit messages. Quite often because of them, you are

selective in what you choose to read or hear even though it is made available to you.

Remember, every organization has some factors that either impede or enhance the communication process. To some extent, each of you can either influence or control this process within General Services. Let's each do our part.

In addition to supervisors, manuals or bulletin boards, some key positions that can help employees stay informed are listed below. Identify individuals within your office or work area having these responsibilities and consult with them regularly. Also, if you have questions and don't know who to direct them to, call the departmental office/unit in charge of the subject in question.

Key positions are:

Administrative Assistants
Personnel Liaisons
Career Counselors
Training Coordinators
EEO Counselors
EEO Analysts
Safety Coordinators
Affirmative Action Coordinators
Advisory Committee Members of the . . .

Women's Program Advisory Committee
Affirmative Action Advisory Committee
Disabled Advisory Committee
Hispanic Task Force
Women In Trades Task Force

Source: *The Bottom Line: Communicating in the Organization*, T. Harrell Allen.

DGS 25 YEARS OF SERVICE

On September 26, 1988, the Department will celebrate its 25th year of existence.

If you have any old photographs, stories, remembrances of the past 25 years and would like to share them with other DGS employees, please contact the *OUTLOOK* editor at 324-6462, ATSS 454-6462. The July/August 1988 issue will be dedicated to our 25th anniversary. The copy deadline for contributions to be included in this issue is July 1, 1988.

OSA Processes Application No. 50,000 (Field Act)

Application number 50,000 for California public school buildings is currently being processed by the Office of the State Architect (OSA). This event occurred on the 55th anniversary of the enactment of the statute known as the Field Act.

The Field Act, which became law in April 1933, just one month after the shock of the Long Beach earthquake of March 1933, provided for the establishment of a procedure to be followed in the design, construction and for alteration of public school buildings for the greater protection of life and property. The Act has passed the test of time with but a few changes.

Over the years, project applications for school construction have varied in dollar amounts from a few hundred dollars to more than \$20 million. The total amount of school construction since 1933, based on the 1986-87 cost index totals in excess of \$52 billion. Hospital projects processed by OSA since the enactment of the Hospital Act of 1973 has amounted to more than \$6 billion.

1038 applications for school construction were received during the fiscal year 1934-35, 1347 applications were received in 1986-87. During the World War II years, applications received were very small in number hitting a low of 56 in 1942-43, amounting to \$58 million based on the current cost index. The amount of school work during subsequent years has remained reasonably constant.



If you have been employed by the Department of General Services since Sept. 1963, please contact the Editor at 324-6462 or ATSS 454-6462, no later than June 30, 1988. We want to list the names of all the "original" DGS employees in the 25 year issue of *OUTLOOK*.

INVESTMENT IN EXCELLENCE

What DGS employees are saying . . .

Everyone in the Department seems to be talking about **Investment in Excellence**, the exciting new training program now being offered to all DGS employees. Those who have attended speak with great enthusiasm about the experience and those who haven't want to attend the class as soon as possible. We decided to contact **Thor Barrows**, Departmental Training Officer, to find out more about this new exciting class.

"We've never seen such a commitment," Thor told me. "It's astonishing. . . and the response is coming from every level."

He explains that the course is unusual in many ways. It is conducted by volunteer facilitators, drawn from employees in any of the 23 offices within the Department. Each must complete a special "Train the Trainer" course conducted by Thor. It uses new technology — video — and since most of the participants are people of the video age, the techniques are appropriate and timely.

In four short days, participants gain insights they've never had before with payoffs that some call "profound." Payoffs that both impact the job and the personal lives of those who attend.

Some of the concepts have been around for a long time, but they have been proven again and again to be workable and productive. According to those who have taken the class, the idea of setting definite goals and affirming or reinforcing those goals is presented in a new and highly workable format. The technique is almost too simple to be believed.

After talking with Thor Barrows, we decided to contact six departmental employees who have attended **Investment in Excellence**. This is what they had to say:

Stephen C. Ramos, Junior Chemical Testing Engineer, Office of Procurement:

"On the first day of class I made an affirmation to paint my house and accomplished it before the end of the class, four weeks later.

"The concepts discussed in the class are helpful on the home-front as well as at work. As a father of three sons, ages 2 to 12, it has helped my communication skills. I am much more self-disciplined: I have developed my listening skills; I am thinking outside the "dots;" I am more receptive to my kids' opinions.

"It helps in the same respect on the job. I am much more receptive to peers and management. More accepting of their opinions and how they correspond with my own. The emphasis is to notice and reinforce the positive instead of dwelling on the negative. If your self-image is positive, and you hold that image, the natural progression is to obtain what you picture. There is nothing new about the ideas discussed in this class, nothing you couldn't think of on your own; but the approach, the total package, makes the difference. It's a great class."

Gary Alexander, Office Building Manager II, Bay Region, Office of Buildings and Grounds:

"As a result of the Investment in Excellence Class, I have made two major affirmations: one was to purchase a home and the other was to improve working relationships with an employee. I am in the process of purchasing a home right now. I have been in the Stockton area for six months thinking about a home purchase, but never doing anything about it. The class got me started, got me motivated. On the job, there is an employee who is having problems. I affirmed that I would try to understand [his/her] problems and help [him/her] deal with those problems. I took a different approach and it has helped our working relationship. I think most people went into the class not expecting to get much out of it. Everyone had to come out with something, I know I did."

Trish Conyers, Accounting Officer Supervisor, Office of Local Assistance:

"I have been a smoker for 23 years. On December 1, 1987, I walked out of class affirming that I was a non-

(Continued on page 14)

Investment...

(Continued from page 13)

smoker. I haven't had a cigarette since.

I came out of class feeling so positive. I got so much out of it that I wanted to give something back, so I became a facilitator. I am not one to get up in front of a group and speak, but this class has changed me. At work I affirmed to have a more positive attitude. I noticed that by changing my attitude there have been positive changes in everyone. This class teaches you to set goals as though they were already completed. It's a visualization process; you tell your subconscious that you have already completed the goal. When your subconscious sees that you are out of "sync" it corrects things. It's a lot of old theories put into a new package."

Marianna Stevens, Exam Analyst, Testing Unit, Office of Administrative Services:

"I made an affirmation that has been successful at home as well as at the office. I don't allow myself to carry negative thoughts. I don't assume any more. Instead, if I don't understand, I find out for sure what was said and what was meant. The class taught me to realize that the power to be successful is in myself. I have learned to appreciate the uniqueness of each human being and how to avoid destroying feelings of self-worth in myself and in others. I can now accept other people's feelings and constructive criticism calmly and positively because I am happy with myself. The positive approach frees me to really know the people I work with, to appreciate them and to accept them for who they are."

Tom Rainbolt, Telecommunications Systems Manager II, Customer Support Section, Client Relations Unit, Telecommunications Division:

"I have made a number of affirmations, some of which I've actually implemented, others are time-phased and I'm still working on them. On the personal side, I've begun to exercise more and to improve family interactions. On the professional side, I affirmed to make my employees more involved in the decision-making

process in our section. I solicit their input and ultimately decisions are made based on that input. It takes a lot of hard work, but I have been successful. The class taught me to think in terms of 'I Am' instead of 'I Will'." I think the class is an excellent vehicle for improving both professional and personal management. It is beneficial to all employees at all levels.

Mary Salontai, Staff Services Analyst, Office of Procurement:

Being a facilitator for Investment in Excellence has given me the benefit of being able to go through the tapes several times and reinforcing the idea of goal setting through affirmations. I've made both short- and long-term affirmations relating to both my professional life and personal life — and it works!! What are the affirmations I'm using? That's a secret. But I can tell you that I have been very successful and I will let you know the result of one affirmation — my horse "Cowboy Blues" doesn't try to buck me off anymore!!!

Supervisory Bonus...

(Continued from page 2)

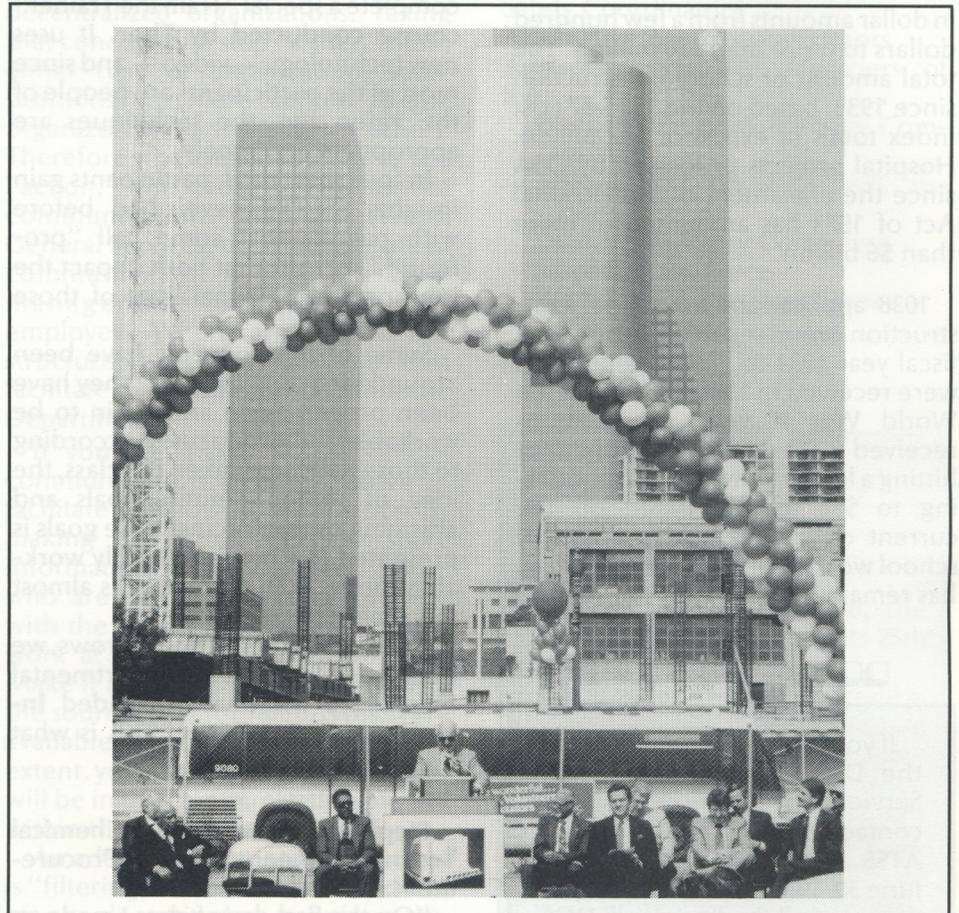
will have final approval. Bonuses will be presented individually at an Office Chief's meeting later in the year.

The bonus allocations within the Department are as follows:

- Chief Deputy Director - 1
- Interagency Support Division - 2
- Real Estate and Building Division - 4
- Management Services Division - 1
- Procurement Division - 1
- California State Police Division - 1
- Telecommunications Division - 1

*The allocations are based on the total number of supervisors in each division. DPA rules allow one award for every 50 supervisors.

If you would like more information regarding this program, please contact Mary Anne Riehl-Campos, Program Facilitator, at 324-6462. Nomination forms are also available by contacting the Support Unit of the Office of Administrative Services at 322-5990.



Under a backdrop of skyscrapers and balloons, the groundbreaking ceremony for the Los Angeles State Office Building was held on March 15. W.J. Anthony (at the podium) participated in the ceremony. Located in central, downtown Los Angeles, the facility will be sited on two-thirds of a block bound by Main, Third, Fourth and Spring Streets. (Photo by Carol Ross, OSMB)

120 Year Old Tree Falls Victim To Strong Winds

On March 30, 1988, at about 3:30 p.m., one of the largest pine trees on the West lawns of the State Capitol fell victim to strong winds. The 120-year-old Italian Stone Pine, which measured 90 feet high, fell to the ground toppling a palm tree in its path and breaking limbs on a nearby cedar tree. Fortunately, no one was in the area when the trees fell. OB&G employees had been working in that area just minutes earlier doing a routine safety check. "There is no way of predicting when a healthy tree will topple over," explained **Dan L. Johnson**, Supervising Landscape Architect in charge of the park. "This pine was perfectly healthy...of all the large trees in Capitol Park, this one would have received high marks for being one of the least likely to go." But several days of strong winds caused the tree to take in hundreds of gallons of water, making it extremely heavy and susceptible to the strong winds. It had been 15 years since another tree fell due to similar weather conditions.

It took OB&G ground employees approximately one week of hard work to completely remove the tree from the grounds. The tree was cut and the wood sold to a nearby firewood dealer, saving the State dump hauling costs. A round slab was cut from the trunk of the tree to be used in a future display showing important dates pertaining to Capitol history. Mr. Johnson, who has been in charge of the park for over 20 years, said he lost an old friend that would take "120 years to replace." A new 12' Italian Stone Pine tree will be planted in that spot to maintain the historical appearance of the State Capitol.

IN MEMORIAM

California State Police Officer Willis Haynes passed away on March 15, 1988. He was an officer at the Inland Valley Command, in the Pearblossom Field Office.



It took OB&G employees one week of hard work to completely remove the tree from the Capitol grounds. The wood was sold to a nearby firewood dealer saving the State dump hauling costs.

In the Line of Duty ...

Peace Officer Memorial Dedicated in Capitol Park

The inscription reads — "*In the Line of Duty.*" It tells the whole story said Officer Phil Jordan, Chairman, California Peace Officers' Memorial Committee, at the May 17th memorial dedication ceremony held in Capitol Park. Approximately 1000 officers, families, and friends attended the ceremony and unveiling of the monument. Special recognition was given to the families of the 15 officers slain during 1987 — husbands, fathers, brothers, sons — killed in the line of duty.

Governor George Deukmejian,

Senator Robert Presley, D-Riverside (a former peace officer and author of the legislation authorizing the memorial), and Mrs. Sammy Hoyt, widow of slain deputy Dave Hoyt presented the families with a memorial certificate.

Vic Riesau, sculptor and retired California Highway Patrol Officer for over 20 years, was chosen from several competitors to design the Peace Officers' Memorial. Built to commemorate the approximately 900 peace officers slain in the line of duty

(Continued on page 17)



Women's Program Noon Meetings Are on the Move

The Women's Program now meets on the 3rd Wednesday of every month at noon at different DGS locations throughout Sacramento. The meetings continue to feature topics of interest to all employees, i.e., upward mobility and career opportunities, interviewing techniques, sexual harassment, womens issues updates. By rotating the meeting sites, the program also has the flexibility of presenting topics of interest to employees at specific locations. Participation in the meetings is on employee time, however, if you wish to attend a meeting at other than your work site, consult your supervisor on options.

Add the following dates to your calendar; bring a lunch and a friend. We look forward to seeing you there.

Any questions or topic recommendations may be directed to Charlene McKenzie, WPAC President, at 369-4940, or Nicky Gwilt, Vice-President, at 445-4460.

June 15th, 915 Capitol Mall
 July 20th, 501 J Street,
 Local Assistance/
 Administrative Hearings
 August 17th, 3301 S Street
 (At Alhambra), Support Services
 September 21st, 915 Capitol Mall
 October 19th, 601 Sequoia Pacific
 Blvd., (Off Richards Blvd.),
 Telecommunications
 November 16th, 1823 - 14th Street,
 Procurement
 December 21st, 915 Capitol Mall
 — OPEN HOUSE

UPCOMING CAREER SEMINARS

June 2 — Communications Operator — Lt. Sue Griffiths*

July 7 — Auto Mechanic — Beck Roller/Doug Smith

August 4 — State Police Officer — Lt. Sue Griffiths

September 8 — Building Manager — Everett Whiteside

October 6 — Press Operator — Christine Minamora

*Open exam administered soon

All Seminars held at: 915 Capitol Mall, Room 282, 12 noon — 1 p.m. on the first Thursday of each month.

Bring a lunch and a friend! Videotapes of previous seminars are available. Call EEO at 324-7108 to obtain.

DGS To Maintain Statewide Real Property Inventory

by Henry Kusaba, ORED

The Office of Real Estate and Design Services, DGS has been given the responsibility of gathering and maintaining a central inventory of the State's real property holdings. As a result of two studies entitled, "California State Government's Management of Real Property; (Little Hoover Commission)," and "California Could Earn Millions of Dollars from Better Management from its Excess Land," the Commission of California State Government Organization and Economy determined that "Pro-active Assets Management" was the philosophy which should be followed by the state's real property managers. The pro-active management concept involves a comprehensive management perspective of all the strategic options available to the state. While the state currently maintains real property from a custodial standpoint, "pro-active assets management" would involve analyzing all alternatives for selling, exchanging, leasing, or restructuring ownership to optimize the state's return on its real property holdings.

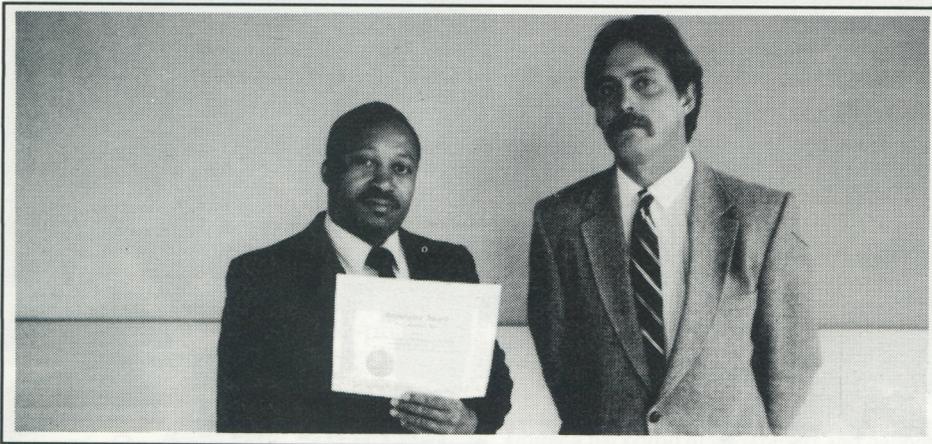
In 1986, AB 1932 was signed into law giving the Department of General Services the responsibility of identifying and maintaining a central inventory.

The central inventory provides the State the ability to proactively manage its real property holdings.

This change in management style from custodial to proactive is actually a change in philosophy. The State now will be analyzing the holdings in order to optimize the State's return on its investment. The properties will be analyzed for possible sale, exchange, lease, or restructured ownership.

To fulfill the requirements of this legislation, it was the responsibility of the Office of Real Estate and Design Services to identify all of the State's holdings statewide. All agencies that maintained property in the name of the State of California, were requested to attend a training session held in May at the Office of Real

(Continued on page 17)



JESSE J. BROWN, Janitor, OB&G (l), is congratulated by DAVID CAVENDER, Office Building Manager, OB&G, on the receipt of his attendance award. This is the fourth year that Jesse has received the award.

Memorial... (Continued from page 15)



since the early 1900's, the memorial, cast in bronze, is actually two pieces. The largest piece depicts a 1880's sheriff, a 1930's motorcycle officer and a modern day officer. The second piece is a grieving mother and child seated on a bench, holding a folded flag. Visitors to the memorial can sit next to the mother and child and sense the emotions of grieving for a loved one killed in the line of duty.

The memorial which weighs about 2500 pounds, was cast in several pieces and later connected like a puzzle. Mr. Riesau, who has a studio



Governor George Deukmejian presents a memorial certificate to the family of one of the officers slain in the line of duty during 1987.

in Temple City, California, has designed and sculpted several projects across the United States.

The dedication ceremony included a special address by the Governor, speeches by several law enforcement officers, the Sacramento High School Choir and a color guard.

The landscaping and walkways surrounding the memorial were designed by Dan Johnson, Supervising Landscape Architect, Office of Buildings and Grounds. This Office is responsible for maintaining the memorial and the surrounding grounds.

State Police Employee Receives The Gold Award

Bill Tynes, California State Police, is the first DGS employee to be awarded the Superior Accomplishment of a Nonrecurring Nature Award. **William J. Anthony**, Director, presented Mr. Tynes with the Gold Award for his work in the area of weapons safety, at a ceremony held in April. The Gold Award, the highest possible award, consists of \$500 cash and an engraved plaque. **Joe Sandoval**, Chief of Police, and several CSP officers also attended the awards ceremony that was held in the Director's Office.

Mr. Tynes, who is the Division Armorer, has been employed by the CSP for the past five years. For nine months Mr. Tynes conducted exhaustive testing of a weapon and bullets that had been causing problems for several law enforcement agencies. As a result of Mr. Tynes's study, the Smith & Wesson Company recalled over 700,000 of its Model 686 and made modifications to each weapon. In addition, the Olin Corporation stopped production of their Winchester .357 silver tip ammunition and agreed to purchase back the stock of approximately 114,000 rounds which the CSP had on hand.

The arduous research performed by Mr. Tynes very likely prevented weapon malfunction that could have endangered the life of a CSP Officer or a member of the public. His work allows the CSP, as well as other law enforcement agencies, to deploy safe and effective weapons.

Real Property...

(Continued from page 16)

Estate and Design Services. The training was conducted by **Dwight Weathers**, **Aileen Fell**, **Henry Kusaba**, and **Joe White**. According to the four OREDS employees, the first training session was a success. The success was due in part to the complete cooperation they received from the other State agencies that own and manage State property.

The Office of Real Estate and Design Services plans to report to the legislature by January 1, 1990.



BILL TYNES, CSP (c), is congratulated by JOE G. SANDOVAL, Chief, CSP (l) and W.J. ANTHONY, Director on the receipt of his Gold Award.

FEEDBACK

William B. Baker, Vice President, University of California, wrote to **Darrell Haynes**, Office of Real Estate and Design Services — "...I wish to express my deep thanks for your part in California's effort to win the Superconducting Super Collider. Even though California did not make the list of best qualified, the outcome does nothing to lessen my appreciation for the high caliber of support and help that you and others gave to gathering information needed for making decisions about location. I am grateful that you responded so vigorously and gave so much effort to California's cause. Our work was truly a team effort. The difficult preparation to acquire the land for the SSC could not have been done without the commitment to success that you brought to the project."

Frank DaiZovi, Vice President, Kitchell, CEM, wrote to Michael Bocchicchio, State Architect — "...I am writing to commend several members of your staff for their excellent contribution to the work involved in lining six waste-water ponds at the Sierra Conservation Center in Jamestown. **George Perkins** especially deserves to be complimented for a difficult job done. Throughout the project he was extremely conscientious and attentive to detail. His management skills, particularly his diplomacy in his communication ability, were a key contribution to creating the work environment conducive to successful project completeness. Working with both George and his supervisor, **Leroy Lemke**, has been a true professional pleasure."

John F. Monday, Youthful Offender Parole Board, wrote to W. J. Anthony, Director — "...Several months ago the Youthful Offender Parole Board submitted a request for monthly assigned vehicles to a Board member. Through the assistance of your staff, **John Mason** and **Tak Fujitani**, we were able to secure a new Dodge Aries which fully met the needs of the requesting Board member. The Fleet Administration staff has always gone out of their way to accommodate our request. On behalf of the Board, I want to express my appreciation for outstanding service we received from staff members, **Bill Ross**, **John Mason**, **Tak Fujitani** and many others."

Lt. T. E. Vaughn, California Men's Colony, San Luis Obispo, wrote to C. Quinlan, Office of Management Technology and Planning — "...As a recent attendee in an "Introduction to Micro Computers" class, sponsored by your agency, I felt the need to extend my thanks to you as well as to Instructor, **Karen Jackson**. Her presentation was clear and precise. She exhibited a great deal of patience and typified all the qualities of an excellent instructor."

Pat Ross and Gordon Marsh, San Pasqual High School, wrote to **Jack Bruce**, District Structural Engineer, Office of the State Architect — "...We have completed our Fall athletic season and we would like to thank you for your part you played in our stadium project. Golden Eagle Stadium is a perfect example of school and community teamwork coming together to provide a complete school

experience for the young people. We appreciate your support in making it possible."

Bob Everitt, Chief Engineer, Resources Agency, wrote to **Kevin Kaestner**, Office of Project Development and Management — "...I wish to thank you very much for your help in obtaining a valuable engineering study of the Feather Falls Forest Fire Station Project. The study was professionally done by H.M.R. Architects and their associates. Your management of the consultant's contract was commendable."

Paul Baxter, County of Yolo, wrote to **James Hargrove**, Office of Project Development and Management — "...I wish to take this opportunity to commend **Christal Waters** for her effort in coordinating the necessary staff work for the Superconducting Super Collider project site. I can say I have never encountered a more thorough, dedicated, and hardworking professional who capably represented the State of California in all the business dealings for this project. Your office is certainly blessed in having such a capable individual as Christal as a member of your staff."

Larry Guthrie, Office of the State Architect, wrote to **Loren Smith**, Chief, Office of Project Development and Management — "...Just to let you know how much help and assistance **Mike Courtney** has provided in reviewing and checking the Office of State Architect, budget package, this year. Mike's thoroughness and ability have helped in producing a much better package."

James L. McFadden, Department of Forestry, wrote to **Stim Suzuki**, Chief, Office of Small and Minority Business — "...I had the pleasure to work with **Sally McSherry** during the presentation of "Investment in Excellence" at the Sacramento Executive Lodge. Sally did a terrific job and I am sure influenced our department's decision to accept the training program. I want to thank you for allowing her to spend two days with us as I know it must have caused her work to go undone for a short period of time."

A. H. "Duff" Huettner, North Coast Small Business Resource Center, wrote to **Stim Suzuki**, Chief, Office of Small and Minority Business — "...I wish to thank you for allowing **Al Simonette** to work with me on the Small Business Conference. His assistance in the panel discussion was excellent. It is gratifying to know that there are individuals who are articulate and knowledgeable, working for the State, capable of sharing that knowledge with its citizens."

Gerald N. Felando, Assemblyman, 51st District, wrote to **Rosamond Bolden**, Chief, Office of Building and Grounds — "...This letter is in appreciation of work performed by Mr. **Mark Herin**, Electronic Technician, during the first week of the 1988 session. Not only did Mr. Herin do his job quickly and conscientiously, but he did not interfere in any way with the operations of this office. Mr. Herin

was polite, creative and extremely helpful during a tense time."

Judith H. Williams, Executive Director, Community Advisory Board to the Superconducting Super Collider wrote to **Darrell Haynes** and **George Dutra** — "...Thank you for your help during the SSC Project. I very much appreciate all the trips you made to this area and your consistent courtesy to the local residents no matter how their concerns were expressed."

Lois M. Wallace, Assistant Director, Department of Finance, wrote to **D. Brent Korff**, Chief, Office of Support Services — "...I recently attended the Desktop Publishing Seminar presented by your office. I was extremely impressed with the job that **Guy Blair** did in coordinating the seminar. It was a pleasure to participate in such a well-organized presentation."

Kenneth Brungess, National Marketing Director, Empire Publishing, wrote to **D. Brent Korff**, Chief, Office of Support Services — "...I recently had the pleasure of acting as a presenter for an eight-day series of seminars which introduced desktop publishing to representatives from 35 departmental agencies. I want to let you know how impressed the attendees and presenters were with **Guy Blair** in the manner in which he hosted and conducted the classes on behalf of the department. General Services has an excellent ambassador and spokesperson in Guy."

Newton R. Russell, Senator, 21st District, wrote to **Stim Suzuki**, Chief, Office of Small and Minority Business — "...I would like to thank you for helping make the Business Opportunity Conference such a success. Your presentation on how the Office of Small and Minority Business can help the entrepreneurs of the Antelope Valley provided necessary substance and was very helpful. I appreciate your willingness to take time from your busy schedule and travel all the way to Lancaster."

Oscar Wright, California Small Business Advocate, Business Transportation and Housing Agency, wrote to **Eric Brooks**, Office of Small and Minority Business — "...On behalf of Governor George Deukmejian, please accept my appreciation for your support in the development of the Eight Point Small Business Action Plan. The plan has been submitted to the Governor as a comprehensive package of initiatives and recommendations. Once again, your efforts were exemplary."

Don Sinomian, Assistant Director, Department of Transportation, wrote to **William J. Anthony**, Director — "...Even though I have been employed by the State for almost five years, I had the occasion to utilize your facility, the Tenth Street Garage, for the first time earlier this month. Simply, I was impressed by the professionalism. It seems only appropriate to bring such outstanding performance to the attention of top management. In turn, you should be proud of the efforts of a very important service to State government and employees."

(Continued)

Patrick Johnston, Assemblyman, 26th District, wrote to **George Dutra**, Office of Real Estate and Design Services — "...California's pursuit of the Superconducting Super Collider was a real roller-coaster ride. Now that it's over I wanted to thank you for supporting our local efforts and for sharing your enthusiasm for this unique project. Your contribution to this effort is very much appreciated."

James Albertson, Office of the President, University of California, Berkeley, wrote to **George Dutra**, and **Darrell Haynes**, Office of Real Estate and Design Services — "...We now have official word from the Department of Energy that the California site proposed for the Superconducting Super Collider is on the short list. This is a great disappointment. I know that your involvement over a long period of time with preparing, editing and producing the proposal was a rich and valuable experience, yielding new friends and additional respect for old friends. You did a great job. It could not have been done better. Many thanks."

Stephen P. Rae, Department of Fish and Game, wrote to **Dee Dee Hames**, Office of Procurement — "...We appreciate the prompt personal attention you gave to the purchase of a portable computer. Acquisition of this equipment will significantly enhance the capabilities and productivity for our aerial telemetry surveys in the Northern Sierra Nevada. Thank you for helping to alleviate a delivery delay problem inadvertently caused by us."

Cecil Green, State Senator, wrote to **John Healy**, Office of Real Estate and Design Services — "...I am writing to thank you for attending the meeting that I requested last week at Norwalk City Hall, with representatives from the city, General Services, and my office. Your input and participation is greatly appreciated and helped the meeting. I am sure that we will work together again in the future as the need arises. I will look forward to that time and I hope that you will not hesitate to contact my office in the future if I can ever be of assistance to you."

Leonard H. Matthews, Department of Veterans Affairs, wrote to **Paul Savona**, Chief, Office of Real Estate and Design Services — "...I would like to take this opportunity to express my gratitude for the outstanding job **Sheryl Gates** and **Rick Parker** did recently in leasing and designing our new office in Santa Fe Springs. The commitment to excellence and willingness to take the extra step is unparalleled in my more than 25-years with the State, notwithstanding significant compromises that, for the most part, were mutual. Your division, our employees and the veterans of California, are the beneficiaries of their endeavors and on behalf of my department, I wish to salute them for the dedicated service."

Brenda Boswell, Seismic Safety Commission, wrote to **Mel Savory**, State Printing Plant — "...Somewhat late I am writing to thank everyone on your staff for contributing to the fast turnaround on our job. **Connie Clark**, in Planning, was very helpful in identifying potential problems. **Claudia**, in Production Control, performed miracles in getting it off the press. The people in the shop, whoever they are, also have my gratitude."

Peter G. Mehas, Assistant to the Governor for Education, wrote to **Don E. Male**, State Printer, Office of State Printing — "...I would like to take this opportunity to thank you and your staff for the assistance to the Governor's California Commission on Educational Quality. I am sure your office is inundated with urgent requests from various agencies and I want you to know we appreciate your efforts on the Governor's behalf."

Robert W. Blymyer, Marketing Analyst, Regional Transit, wrote to **Marianne Arenas** — "...I just wanted to say thank you again for your continued support in helping to reach the transportation coordinators with RT's message. The Light Rail ride on March 22 was very successful."

John M. Smart, Vice Chancellor, The California State University, wrote to **George Dutra**, Office of Real Estate and Design Services — "...Thank you for taking the time to meet with me to review the process involved in securing the Taylor Ranch site. We greatly appreciate the help you and your colleagues have provided to us. You have been most cooperative at every step. This makes difficult projects just a bit easier."

W. G. Lindsey, Department of Corrections, wrote to **Michael Bocchicchio**, State Architect — "...It is my understanding that one of your Inspectors, **Gil Murray**, will be transferred to the California State Prison, Del Norte. I had the pleasure of working with Mr. Murray at the California Correction Center in Susanville and here at CSP Corcoran. I've always found Mr. Murray to be honest and painfully truthful. He would clearly state what the problem was, what it was causing, and what needed to be done to correct the problem. As one who has to take

over the institution and make it run after it is built, I truly appreciate Mr. Murray's attitude."

Michael Koester, Department of Developmental Services, wrote to **Michael Bocchicchio**, State Architect — "...This memorandum is to express our appreciation for the professional job done by your staff at the Stockton Developmental Center. Specifically, our thanks go to **Frank Sturgeon**, Project Architect, **Robert Milliron**, Project Inspector. Mr. Sturgeon's expertise and Mr. Milliron's diligent efforts in coordinating all phases of the construction enabled the Stockton Developmental Center to meet their October 30 deadline, enabling them to obtain one-year ACDD accreditation extension."

Audrey Dodds-Moore, California State Library, wrote to **Michael Bocchicchio**, State Architect — "...I am writing to commend one of your employees, **Ellsworth Rose**. Mr. Rose recently drew up a lighting plan for a room in the State Library. His work was outstanding. It was a pleasure working with an individual who takes such pride in his work and does it so very well."

Thomas Dithridge, State and Consumer Services Agency, wrote to **William J. Anthony**, Director — "...During the past three months I have been working closely with the Office of the State Architect on an asbestos abatement problem at the Museum of Science and Industry. The project has been complicated by funding problems as well as by the recently enacted registration requirement for asbestos contractors. The staff of the Office of the State Architect, and particularly, **Anthony Pescetti**, have been both patient and helpful. I believe that the Office of the State Architect should be commended for the way they have handled this project."

THE WINNING CAPTION

MICHAEL R. BANCROFT
ORED'S



March of Dimes' WalkAmerica

General Services, bolstered by the greatly expanded involvement of the Office of Buildings and Grounds, made an even larger impact on the Teamwalk this year. While the facts and figures are not yet available for this edition, well over 150 employees, their families and friends, energetically supported the drive to raise funds to fight birth defects.

Organized by Casey Randall, Chief, Office of Fleet Administration, and a representative committee from General Services, our employees rallied to the call to get involved. Thanks to you all! From raffle ticket sales, to an early bird registration booth, to more rest stop vehicles, to our WALKERS who raised funds with your support, we did another great job! Look for the full report in the next issue.

[Photos by Charlene MacKenzie (OB&G) and James Hargrove (OPDM)]

