

**APRIL
1978**



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Thomas Chinn — Public Service Doesn't End at 5:00

Tom Chinn is one of those rare individuals who seem to possess boundless energy and enthusiasm. The Deputy in charge of Operations for the Office of the State Architect oversees much of the nuts-and-bolts, day-to-day, performance of the office. His role in OSA is as diverse as it is challenging.

He oversees the architectural and Engineering Services unit. This function does all of the in-house design work. It is limited to doing \$40 million worth of projects a year. Most of these projects are either of a continuing nature, such as California Highway Patrol field offices, or they are remodeling projects. The unit does endeavor to design at least one major project a year, and is currently involved in designing a \$17 million energy-efficient building in Sacramento.

Mr. Chinn also oversees the Consultant Services function. This unit contracts for private firms to do the design work for the client. It oversees the project to insure full compliance with statutes program needs, and architectural adequacy.

His other overseeing roles include: Construction Services, which inspects all projects for which OSA has responsibility, and Structural Safety, which inspects schools under the Field Act and Hospital Act



to insure earthquake safety. Additionally, he oversees the Administrative functions.

"OSA can be as competitive as any private architect," he states, "to the extent that we can serve our client well. I see my role as one of setting the operational policies to try and meet, as much as we can, our clients requirements — particularly within the area of getting the job done within the time and within the cost.

"Yet," he continues, "there are times we have to exercise some control, say in terms of maintaining the scope of the project."

Coordinating the operational end of OSA, and balancing available staff and budget against workload requirements, Mr. Chinn has earned a reputation as a highly competent public sector manager. After office hours he has earned a reputation as a competent elected public official and concerned community leader.

He is an elected member of the Sacramento City Unified School District Board of Trustees, a member of the Sacramento County Commission on aging, First Vice President of the Chinese American Citizens Alliance, a member of the Board of the Chinese Benevolent Association,

and member of the Student Needs Committee of the California School Board Association, and this is only a partial listing of his community involvement, which gained him a Chamber of Commerce Distinguished Public Service Award, and also the "Engineer of the Year" award from the Sacramento Valley Council of Engineers.

"I was born in San Francisco," he states. "But, when I moved to Sacramento it became my home town. I feel it is very important to view the place one lives and works as ones home town and to take an active role in its affairs."

"As public servants we have a unique opportunity when it comes to also being public officials or community leaders," he continues. "Because of our work, we have a good basis, a working knowledge so to speak, of how government operates. That knowledge can help our communities to be better places to live if we are willing to put our experiences in the job to work in our communities. I really believe more public servants should become involved in the public official sort of role, because it is a mere extension of our professional life of caring for the public."

Tom Chinn was educated at the University of California. He is both a Professional Mechanical, and Industrial Engineer. He has also earned a Law degree from the University of Pacific-McGeorge School of Law.

Though it might seem that between work and community service he had enough to do, Tom Chinn has one other accomplishment to his credit that Chinese food aficionados will find of interest — it is Mr. Chinn who holds the patent on the Electric Wok — but how he found time to do it: well there's a lot to be said for boundless energy and enthusiasm!

BIGFOOT

With a hum and a clack similar to an electric typewriter, it goes to work. Its office door bears no signs. Just a very large foot print is all that lets you know that BIG FOOT is at work inside.

BIGFOOT, alias the Hewlett-Packard 8950B Automatic Transceiver Test System, has been working at Communications Division-Special Projects Unit for over a year now.

Manned by engineers Ole Olfsen and Dick Williams, BIGFOOT has been testing and aiding in the evaluation of radio hardware with great regularity; and not without some notoriety among the Communications Industry.

"Before BIGFOOT," relates Dick Williams "it was just to costly to sample more than a few pieces of newly received equipment to insure it met specifications. Manually, it could take a technician anywhere from one hour to four hours to bench test a new set. With BIGFOOT, we can reduce that time to less than fifteen minutes, and most of that time is spent taking it out of the packing case and chassis."

Automated testing systems have been available for some time, but their cost was to excesses to warrant purchase by even a volume purchaser as large as Communications Division. Most of these earlier systems were actually computers — not only expensive, but also complicated to program.

BIGFOOT uses a computer-type memory, and a console similar to a data entry station. But, unlike its predecessors, it is more advanced testing apparatus than computer. Its cost was reasonable, and the machine has a tape that can teach the communications engineer the how-to's of its programming.

One of BIGFOOT'S greatest advantages is its versatility.

"We can use it for running specifications checks on new equipment, troubleshooting, and it has add-on capability for the testing of video components as well," states Mr. Williams.

"Its biggest advantage, however," Mr. Williams continues, "is the specifications check. Some of the sets we run through here are destined for emergency vehicle use.



Dick Williams just sets it up . . . and turns it on . . .



and away it goes . . . improving our service.

In the case of these sets, not only is it more expensive and time consuming to have to repair or replace a set that is already installed and in the field and then proves defective — it could also mean the difference between a successful or unsuccessful response to an emergency."

BIGFOOT'S testing capabilities have proven to be so accurate, that vendors and manufacturers no longer dispute any negative findings it may come up with. Actually, BIGFOOT has even made their job of

bringing the sets they sell to the State up to the specification levels they contracted for easier.

"BIGFOOT gives a printout on each set we test," relates Dick Williams, "and from that we can readily identify what needs repair, etc. We also keep these printouts on file for FCC Licensing purposes."

With BIGFOOT, Communications Division is able to offer our clients the most accurate and cost beneficial communications equipment specifi-

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The First Woman Pressperson

by Edgar Gardner
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As the first woman printer in the Office of State Printing, Christina Bonislawski leads a life filled with sweat and grime.

Before the Sacramento City College graduate became a printer, she worked at a number of jobs and traveled abroad.

Bonislawski worked as a gas station attendant in Massachusetts, a horse walker in Vermont and a salesperson in New Jersey.

Following a four-month bicycle tour through France, she returned stateside during the bicentennial summer and settled into graphic arts classes. She completed Graphic Arts 50, 51, 60, 61 and 80 and one color separation course enroute to her associate in arts degree.

"Then, one year later," she recalls, "I saw the Printing Trades Assistant exam, which I knew nothing about."

Mostly male, printing assistants are required to handle weights sometimes exceeding 60 pounds.

Having passed the test and having been found qualified by the State Personnel Board, she was assigned to graveyard shift, working in the bindery where books and periodicals are assembled for distribution to various state agencies.

"On my first night, they had me lifting bundles in back of the Muller and I figured it was kind of deliberate.

"But throughout my initial six-

month probation period, the other PTA's would give me tips on how to strengthen my muscles. So, eventually I was able to lift my own loads. I wasn't going to give my foreman the satisfaction of quitting."

Although she wasn't the first woman hired for the position, "it was still kind of a novelty for a woman to be in that classification. And it even made me shy, being on the spot all the time," she says.

"But then I'd hear women on swing shift say as I was coming to work, 'Gee, I hope she makes it,' which helped. And I made it."

Early last year, she took the press apprenticeship test and passed. But an accident on her Kawasaki 400 motorcycle, in which she broke her right leg, required four months of recuperation.

Two weeks after she returned to duty, she was offered her apprenticeship position.

"And I said, 'Yeah, yeah, yeah, I'll take it!' I was not aware that I was the first woman pressman, pressperson, whatever."

"But when I first got assigned, I heard one old-timer remark, 'God damn, I thought I'd never see the day I'd see a woman in the pressroom.' Most of the journeymen, though, are favorable of the idea and helpful.

"Like, some machines are intimidating, the GTO rotary press for instance. It was so tall, or maybe I was so short, but anyway I couldn't see into the ink fountains. So one of

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Parking . . . by Joe Blea

On December 19, 1977, preparations for construction got underway for the new state building in Sacramento, located between 8/9 & P/Q Streets. Employee parkers who were displaced due to the construction were relocated to alternate locations east of 13th Street.

To alleviate the inconvenience caused the state employees, a new surface parking lot will open underneath the Interstate 80 freeway between 6th & 8th Streets. Completion date of this lot was set in February 1978, but due to Sacramento's blessed rainfall, it has been delayed to mid-April, 1978.

This parking facility will be surfaced, fenced, lighted and patrolled by State Police. It will have a sheltered waiting area and emergency telephone. Connecting shuttle buses operated under contract with Regional Transit will run at six-minute intervals starting at 6:48 a.m. during the peak hours and twenty-minute intervals during less frequent hours throughout the day. The route of the shuttle buses from the peripheral parking lot are

- 8th & Q Streets 10 & N Streets
- 8th & P Streets 11th & N Streets
- 8th & O Streets 11th & P Streets

We believe that for most parkers this service will leave them closer to their office than their present parking arrangement.

Employees using this facility will be issued quarterly passes good only on this specific shuttle service. Cost for parking space and shuttle service will be \$6.00 per month per vehicle. Shuttle service passes for all passengers in a vehicle will be provided within the one \$6.00 fee. Each passenger will have to have a pass or pay the regular bus route fee to ride the shuttle service.

We have a maximum of 700 spaces to be utilized in this lot. Employee parkers who were displaced due to construction and desire a space in this facility will relocate upon the completion of this facility.

Space not required to accommodate displaced parkers will be rented to all employees. An employee interested in obtaining a space in this parking facility should contact their departmental parking representative to be placed on the waiting list. The

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PERSONNEL OFFICE *by Leah Robinson*

Like tax forms, the Personnel Office is something we all must deal with occasionally, but few of us completely understand. As a Personnel Analyst, I often find the misconceptions people have about our role both amusing and disturbing — but not surprising.

Unless one has worked in, or frequently with, the Personnel Office, one's perception of our function is likely to be limited or inflated. In truth, we are not here to merely provide a convenient spot to sign your appointment papers, nor are we the magical key to your career success. We do however, provide a number of services to both the management and the employees of the department.

It is the responsibility of the Personnel Office to develop and administer an integrated and comprehensive personnel management program within the department. The Personnel Office has the general responsibility for utilizing personnel principles, techniques and tools to aid line management in achieving its operating objectives effectively and efficiently. And so much for what the manual says we do. What does it all mean?

Well, it means that the staff of the Personnel Office does such things as working closely with divisions and the State Personnel Board in establishing new classifications, and revising existing ones. We do this to make sure that the jobs people are performing are matched to an appropriate classification.

This process often involves a procedure known as a desk audit, where we go out and interview and observe employees in their work to insure that the employee is working in an appropriately classified position.

The Personnel Office staff works closely with the State Personnel Board to be certain that examinations are scheduled and eligible lists are established which will provide qualified persons to fill vacancies in the various divisions. The staff also handles the numerous inquiries which are received from employees and representatives of employee organizations relating to such areas of the personnel program as rules

and regulations governing State civil service, policies and programs of the department, and departmental grievance procedures.

Counseling is an integral and important part of the personnel staffs' job. Employees may be advised of the departmental grievance procedures and the appropriateness of filing grievances.

Career development counseling is also provided. When requested by the employee, the personnel analyst determines classifications for which the employee qualifies based on education and experience. Suggestions pertaining to courses which may be appropriate to qualify for particular classifications are also provided as a service to employees.

As participants of the Department's Return to Work Council, the personnel staff assists in the proper placement and return to work of injured employees. Employees with substance abuse and other problems are also assisted by the Personnel Office's designated employee assistance coordinator.

Divisions are assisted in meeting their affirmative action goals by receiving guidance and referrals from the personnel analysts. Student and summer employment is coordinated through the designated personnel analyst.

The Personnel Office, in addition to being responsible for the Department of General Services' personnel program, currently provides complete personnel management services to twenty-two departments, boards, and commissions on a contractual basis.

The Transactions Unit, which is an integral part of the Personnel Office works closely with the personnel analysts in resolving problems related to personnel documentation and salaries.

The Personnel Office is located on the north side of the fourth floor in OB #1. The telephone number is 322-5990 (ATSS 492-5990). Employees should feel free to contact the personnel analyst assigned to their division at any time.

And, just so you'll know who it is you're talking to, we have provided a nifty rogues gallery of our staff on pages 6 & 7 of this issue of OUTLOOK.

E.E.O. Update

by Larry Meyers

The affirmative action policy of this Department is basic — no discrimination can be practiced against any person. With this in mind, all employees of this Department can look with pride to our affirmative action efforts.

These efforts have enabled the Department to meet labor force parity in many areas.

To the casual observer this may be sufficient; however, if you look deeper you discover that disparity still exists in a variety of occupational levels.

The achievements to date must be shared with all employees. Without your cooperation and understanding, the accomplishments would not be as great. Specific praise must be given to those individuals who have not been designated as a targeted population. Their attitude toward the program clearly demonstrates understanding of the prejudices and restrictions that ethnic minorities, women, and the disabled have encountered.

Unfortunately, it appears that our society has created an atmosphere in which many people believe they are being taken advantage of when assistance is given to a particular group. Our efforts are to eliminate that atmosphere and replace it with a structure and attitude whereby all segments of the population can compete equally and fairly for all positions in this Department.

BIGFOOT

(Continued from page 3)

cation testing service available. It's so good in fact, the State of Nevada is working out a contract with us to test their new radio equipment.

BIGFOOT'S success at Communications Division has also prompted many volume communications equipment users in private industry to purchase Automated Transceiver Testing Systems.

"We're really pleased with the results we've gotten from this unit," concludes Mr. Williams. "BIGFOOT has proven to be a big boost to our level of service."

DEPARTMENT OF GENERAL SERVICE



Einer P. (Chris) Christensen
Personnel Manager



Pat DeVerter
Personnel Manager, Boards and Commissions



Joe Al
Personnel Analyst
Commissions



John Delfin
Personnel Analyst, State Printing Plant



Janis Reich
Personnel Analyst
Buildings & Grounds (out of town)
Office of Minority Business Enterprise
Program Development
Insurance Office
Office of Small Business
Office Services Division
Real Estate Services Division



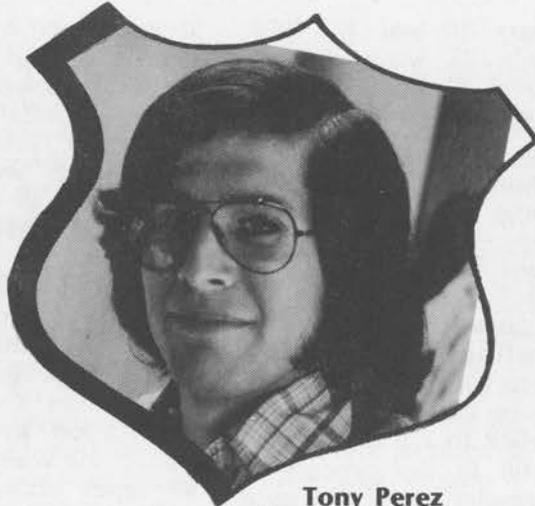
Leah Robinson
Personnel Analyst
Buildings & Grounds (Sacramento)
Legal Office
Office of Administrative Hearings
Office of Facilities Planning and Development
Office of Local Assistance

***Assignments are subject to change.**

CES PERSONNEL OFFICE STAFF



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Boards and



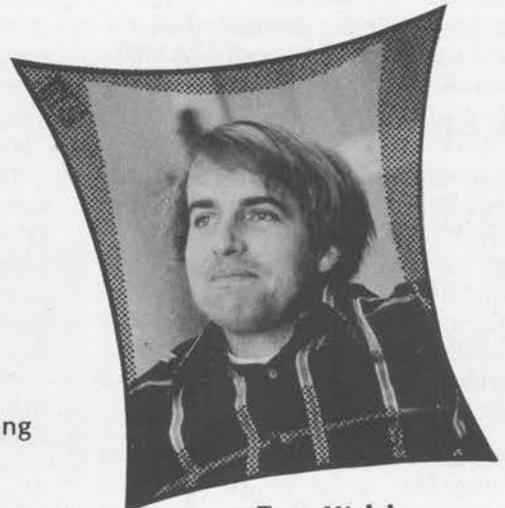
Tony Perez
Personnel Analyst
Office of the State Architect



Deborah Watson
Personnel Analyst
Management Services Office
Office of Procurement
Records Management Division



Les Wickey
Personnel Manager, State Printing
Plant



Tom Welch
Personnel Analyst
State Police Division
Communications Division
Fleet Administration
Employee Assistance Coordinator
Summer Employment Coordinator



Artie Porter
Supervisor, Transactions Unit

NEWS BRIEFS

S.P.B. Contract

In September 1977 the Department of General Services entered into a "performance contracting" process with the State Personnel Board.

Briefly, the "performance contract" is a mutual agreement between SPB and the Department spelling out the work that will be performed by SPB staff for us during a specific period of time. It identifies priorities, allocated resources, identifies gaps between resources and needs, and established time tables for completion of work.

During the first 3-month contract from September through December 1977, we experienced measured success with his new process.

In the current contract period, however, we are experiencing some difficulties.

We have 1160 staff-hours available for the Department for an entire 6-months period. It is estimated that 634 hours of this time will be spent on continuing workload, such as position allocation review, contact review, general personnel management, examination, etc.

As we originally estimated it, we would need 2097 hours of SPB staff-

Anti-Rape Workshop

by Nadeen Mascaro

On February 16 and 17, 1978, approximately 25 women from several General Services Divisions

time to meet our current needs. Basic subtraction shows us we have a deficit of some 937 hours of SPB time.

To make up for this deficit, the Department's Personnel Office has reviewed proposed projects in an effort to refine and prioritize workload. Even with these measures, we will only be able to reduce our workload deficit to 270 hours.

We are still in the process of negotiating resolution on the issue of workload allocation for the Department. We hope to resolve it soon.

All of this points to the fact that each division in the department must plan and prioritize the essential personnel actions they require in the areas of new classes Special revision examination requests, TAU requests, salary studies, etc. This planning is essential if we are to be successful in meeting the department needs and priorities within the allocated SPB staff hours available.

(Legal, Space Management, Executive Office, and Personnel) attended an anti-rape workshop provided by California State Police Division.

Sergeant Holloway presented the three-hour workshop which is offered to all State agencies. His main emphasis was placed on prevention.

He advises women, especially those living alone, to list only initials of first and middle names in the phone book since a potential rapist often picks a victim and obtains information by using the phone book. He warned that over 50% of all rapes occur in the home, so effective locks on doors and windows are good deterrents.

Sergeant Holloway also showed a film on rape and gave suggestions as to what one might do if ever presented with the situation. He demonstrated several self defense techniques for women being attacked by a rapist.

The most important thing to remember is to be alert and never panic. This is what the rapist is striving for — surprise and fear.

Most of the women felt very comfortable with Sergeant Holloway's approach, were impressed with the work shop, and felt it was time well spent.

If you are interested in setting up a workshop, contact Sergeant Holloway at 322-3337 (ATSS 492-3337).

PARKING . . .

(Continued from page 4)

need for more peripheral parking lots will depend upon the degree of success achieved by this experimental facility.

As more construction of state buildings begins, priority of preferred parking spaces within the Capitol Area Plan will be handicapped and carpools (three or more occupants per vehicle). Single and two occupant vehicles will be given the option of using the peripheral parking, parking in vacant spaces in lots east of 13th Street, joining a carpool and receiving a preferred parking space, or riding Regional Transit.

Second Advisory Council Meeting A Success

The second meeting of the reactivated General Services Advisory Council took place March 1, 1978. As the first meeting of the Council was primarily organizational, this was the first in what will hopefully be a series of productive interchanges between us and our clients.

The Council was activated in order to provide a focus for mutual understanding of General Services functions, duties, and responsibilities within the executive branch of government. As the statutory and operating nature of our department requires statewide teamwork, it is felt that advice from a group of our clients can be valuable in assisting us to achieve optimum performance.

The Council is composed of representatives from thirteen of our client agencies.

The second meeting of the group was opened with a presentation by Office of Procurement Chief, John Babich, on our recycled paper purchasing program. There was also a presentation by Division Chief Paul Savona on child care centers, and a presentation by State Police Chief Bill Skelton, on our employee Protection Program.

Each presentation lead to lively discussion among, and questions from members of the Council. It was clear that all clients present, walked away with a clearer understanding of the program objectives of the topics covered. It was also clear that the Department of General Services representatives present had a greater understanding of our clients concerns with each of the programs reviewed. As that is the intent of the Council it seemed the meeting was a success.

WHAT A WAY TO SEE CALIFORNIA

by Mary Anne Riehl-Campos

I graduated from California State University Sacramento in 1976, after spending a year at the University of Madrid. With a Secondary Teaching credential in Spanish and Business Education, I went looking for work. I quickly learned that teaching prospects were slim to none so I decided to look for other ways to use my talent.

I did some substitute teaching while working part time as an Employment and Claims Assistant bilingual in the Unemployment Insurance Office. I was your friendly unemployment insurance lady. I held this position for 8 months and then took a leave of absence to teach summer school.

In early August of 1977 I received a notice of interview in the mail from the Department of General Services. Earlier in the year I had taken the civil service test for Jr. Property Appraiser. After passing the test and my oral interview I was hired as a land Agent for the State of California, Department of General Services, Real Estate Services Division on September 6, 1977.

What an interesting and exciting position! It is a position that unfolds the world of California Real Estate, and offers fantastic learning possibilities laced with new business experiences. A Land Agent's duties are never dull. They are constantly changing. They are always a Challenge and I never know quite what to expect each day.

A Land Agent's duties include travel throughout the beautiful scenic State of California purchasing private land for public use. Parks and Recreation is our biggest client, so, the land we acquire will be used mainly for the creation of state parks.

Because of our affiliation with Parks and Recreation I travel to the most unique and interesting parts of the State by car, plane, train and in some cases in a 4-wheel drive — like the time I found myself in the middle of the Anza-Borrego Desert.

I was to interview a scientist who lived and worked in a desert area called Clark Lake. 800 years ago this

area actually had some water, but now it is completely dry and it is the location of one of the largest radio astronomy observatories in the world. The University of Maryland leases this land from private citizens and the State of California wants to purchase this private land for an addition to Anza-Borrego State Park.

On my return from the middle of Clark Lake, after interviewing the scientist in charge of the observatory and ascertaining his housing needs, we were stopped by a hitch-hiker. The park ranger who had accompanied me in the four-wheel drive stopped to pick him up. I felt I was seeing a mirage but this hitch-hiker was for real. He had been stranded for two days in the desert in the middle of Clark Lake. He came from British Columbia and was grateful for the ride.

Another time my supervisor, sent myself and two co-workers to interview a tenant who lived in a home in the Empire Mine State Park. This home belonged to the heirs of the last surviving gold miner and they were offering this property to the state in order to complete the State Park. We felt lucky because the head park ranger gave me and my

co-workers a deluxe tour of the gold mine and of the mansion that had once belonged to the mines' owner. We were able to go through parts of the mine and the mansion that are not open to public view.

Public relations is another important facet of the Land Agent's position. Being able to meet and confer with different and interesting people is a requisite. It was exciting to meet John Wayne's stunt man, who is selling his beach front property to the State; and talking to the caretakers on property owned by the likes of June Lockhart, Stefanie Powers, and Glenn Ford, is closer than I thought I'd ever get to a Hollywood star.

Another skill needed for this job is the ability to be both pilot and navigator (at the same time on the jungle that is the L.A. freeway system). On my first "solo" field trip I flew to Los Angeles International. I thought flying alone took all my courage - little did I know what nerves of steel I would need to develop as I drove the L.A. freeways.

Naive as I was I didn't make advance reservation for a motel room. Who would be in Venice (California that is) on a Wednesday night? Well I was wrong and ended up paying \$38 for a room in Marina del Rey (that was when the total TEC for 1 day was only \$35). What made matters worse was the fact that the only window in the room was a sliding glass door that led to the marina and I was afraid to open it. It was an exceptionally warm day and my \$38 sauna didn't have air conditioning. From now on, the first thing I do is make a reservation!

My first six months in Relocation Assistance have been very memorable, even my hair dresser refers to me as "the lady that travels to unusual places." I have met and worked with many interesting and unusual people both inside and outside my office. I firmly believe that Land Agents are the nicest people in the world, or is it that I just work with the nicest Land Agents in the world?



Training Office Supports Upward Mobility Program

The Department of General Services is making good progress toward meeting its Upward Mobility commitments. In accordance with legislation relating to affirmative action and upward mobility specifically, the Department continues to place emphasis on individual development in the following areas:

- Career related counseling, including academic planning.
- Opportunities to participate in In-Service training and Career Related college courses.
- Training and Development assignments and On-the-job training.

The training office works closely with management and the departments employment opportunity coordinator to assert implementation of appropriate training related activities. The following are some of the major inputs by the training staff.

SUPERVISOR'S WORKSHOP ON COUNSELING

Emphasis in the course is placed on career counseling and also counseling in other job related development activities. This ten hour workshop is for supervisors at all levels.

Initiated in May, 1976, at the request of then Director Leonard Grimes, it was attended by all Office and Division Chiefs. Since that time the course has been conducted on a continuing basis for supervisors at all levels and is currently offered every second month.

Response to the program has been very positive. All classes scheduled through April of this year are already full.

CIVIL SERVICE EXAMINATION WORKSHOP

A twelve hour workshop designed to improve skills in taking civil service examinations. Priority is given to entry level employees hired in TAU positions and employees participating in the departments Career Development Program. Any TAU employee hired for a permanent position who requests the training may attend on an opening available basis.

The primary goal of this course is to help participants achieve success in obtaining permanent civil service status. The secondary goal is to

provide ongoing assistance to individuals that have indicated the need for this kind of training in a formalized career plan.

Major emphasis is placed on assisting participants in understanding the civil service examination process and preparing them to be more confident in presenting their personal and job strengths, qualifications, and experience before a Qualifications Appraisal Panel.

This course was initiated in July, 1977 on request of Deputy Director Julian Camacho and continues to be offered monthly by the department training staff. The course has been very well received by those participating and will continue to be offered on a monthly basis.

THE ALLIANCE OF CONCERNED EMPLOYEES (ACE)

In 1976 the Training Office took a strong leadership role in the departments first major efforts to establish the Alliance of Concerned Employees (ACE) group to initiate and recommend affirmative action programs on behalf of women employees. The Training Office continues to support and promote training and development activities relating to this endeavor.

CAREER DEVELOPMENT PROGRAM

Consultation, training and assistance is available through the Training Office for managers who wish to establish a formalized in-depth Career Development Program within their unit. Work materials, written guidelines and suggested developmental activities are provided by a Training Consultant.

In 1976 all division and office chiefs were given orientation and training in career development programs. However, the surface had only been scratched and the potential of this program in terms of human development, has by no means been fully utilized. Continuing assistance is being offered to promote participation on a voluntary basis for any office, division, section, or unit in the department.

GENERAL TRAINING

In all the courses provided by the Training Office heavy emphasis is placed on the "people" aspects of "getting the job done." Insight into

human behavior, its causes and impact on production, job satisfaction, individual motivation and achievement are all major training goals.

ON JOB TRAINING

On job training is practical, and actual job experience at the place of employment under careful guidance and direction of an employee's immediate supervisor, when properly administered it is one of the most meaningful and effective ways of training and developing employees in a variety of functions and responsibilities. In a broader sense rotational and special assignments within the immediate work environment, other units, sections and even departments are considered appropriate application of on-the-job training and development activity.

In the departments first line supervisors workshop, methods, techniques, and on job training planning is stressed. Supervisors are strongly encouraged to use this valuable training method when considering career development activities.

CONSULTATION

The training staff is actively involved with the department's EEO Coordinator in developing and implementing affirmative action related training programs. Some of these include training for EEO Coordinators in grievance procedures, counseling, etc. Currently the EEO Coordinator and training staff are studying the need for an implementation of a training program for supervisors and managers dealing with upward mobility responsibilities.

How does this relate to affirmative action? Well, organizations are made of men and women with varying physical, cultural, and racial backgrounds and abilities. If through the process of good training and development activities the Department of General Services continues to maximize the potential of all its human resources, giant strides will be made toward meeting affirmative action goals.

The training office is proud of its role in helping the Department in accomplishing this end.

GENERAL SERVICES PEOPLE



In a double twenty-five year award presentation, George Tesdale of the Office of Procurement receives his twenty-five year award from Director David Janssen . . .

After nearly thirty years of State service, **William P. (Bill) Bartle**, Administrator of the State Merit Award Board, has joined the ranks of the retired.

At the start of WW II, Bill joined the armed forces in the Chemical Warfare Service.

Following the war, Bill went to work at Camp Beale, near Marysville, as an Administrative Assistant in Special Services. Two years later he learned of a state campaign to obtain the services of former service men with personnel experience. He took the test for Unemployment Insurance Examiner and was hired in that position with the then Department of Employment, June 23, 1947, in Grass Valley. His next move was to the Disability Insurance Division. He served in the Chico, Sacramento and Stockton offices, working as Assistant Manager at each of the branches. He then worked four years as a Management Analyst with the Disability Insurance Headquarters Office in Sacramento.

In 1968 Bill was ready for the Challenge of employment with the Merit Award Board and its highly successful employee suggestion program. Here, as Assistant Secretary, he managed the processing of some 2,500 suggestions submitted each year by state employees throughout the State.

At last report, Bill was known to be doing some traveling, and taking

some extension courses. All at the Merit Award Board wish him well, and all the best for a happy retirement.



On March 31, 1978, **George Monroe** an Electrician Supervisor for Buildings and Grounds Division, retired with eighteen years of State service.

George started with the State as an Electrician in March 1960 for Buildings and Grounds Division. He

worked at the Department of Motor Vehicles for two years and then transferred to Redding. In 1967 he returned to Sacramento. George became an Electrician Supervisor in 1973.

George will be pursuing his hobbies during his retirement. These include electronics, fishing, gardening, photography, and woodwork. He is a member of the Sacramento Cactus Club and the Sacramento Philatelic Society.

Friends honored George at a retirement luncheon on February 3, 1978 at Ellis' Restaurant.



Congratulations to **Canaro Smith** from the Office of State Printing, low net winner of the DGS Golf Tournament held at Diamond Oaks in Roseville. Also, congratulations to Division Chief **Paul Savona**, Space Management, low gross winner.



Personnel Analyst **Deborah Watson** did not let being with child deter her from taking her green-belt test in Tae Kwon Do. (Something she has worked for over a year to do.) Not only did she pass, but she came out with the highest score in her class, which includes men. Nice goin' Deborah!



. . . and then fellow Procurement employee Ken Musial receives his award. Looking on during both presentations are (l to r) John Babich, Chief of Procurement; Deputy Director Susanne Morgan, and far right, Deputy Director Julian Camacho.

State of California
State and Consumer Services Agency

DEPARTMENT OF
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Bonislawski . . .

(Continued from page 4)

the guys made me a footstool which solved that problem.

"One thing that bothers me about the pressroom, though, is their conception of me being a hippie, or dippy, or something. They figure I'll be around for maybe a few years and move on. Most of the men don't think I'm serious."

One press operator that doesn't share that attitude is Ed Williams.

"When she was first assigned to assist me on the New Dart press, I figured she might have qualms about getting dirty.

"Heck," he chuckles, "by the end of this shift she was dirtier than I was. She sure isn't afraid of those presses, or getting greasy either."

Bonislawski concedes, "If you expect to do an effective job, you've got to get dirty."

Thus, for the state printing office's first woman pressperson, "It's a sense of total liberation. I'm liberating myself and also those around me."

*Service
Awards*



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

MARCH

Michael Seeboth..... Buildings and Grounds
Dean Mills Buildings and Grounds
Fred Galliani State Architect
Robert Ashby..... State Architect

APRIL

Thomas Clayton Legal Office
Robert Galloway Communications
Clarence Comeaux Space Management
James Quinn Space Management

Safe Talkin

By the Insurance Office Staff

How well do General Services employees perform as operators of motor vehicles on State business? Well, if you asked this question about six years ago, they didn't do too well!

The State vehicle driver proficiency has been measured on the basis of accident frequency rate (AFR). This is determined by multiplying the number of accidents in any given period by one million and dividing it by the number of miles driven. In 1971, our Department for one six-month period had an AFR of 17.8. For the last six months of 1977, the Department AFR was 10.7 or a drop of 7.1. This enabled the Department to achieve the lowest accident rate ever.

Office Services recently received a plaque recognizing the Division for showing the most improvement in lowering their accident frequency rate in two consecutive six-month periods, January-June 1977 and July-December 1977. This award has been given to the Division showing the most improvement since 1967. The winning Division is asked to display

the plaque prominently so that all members of the Division can share the satisfaction of winning the award.

No one can put his finger on the exact reason for the Department improving its vehicle accident rate, but one strong reason could be the Defensive Driver Training Program operated out of the Insurance Office under Robert A. Taylor. If any Division hasn't properly utilized this program, you should contact the program office and schedule necessary people for such training. Another reason for the lower accidents rate could be the discussion of all General Services vehicle accidents at the Department Safety Committee meeting each month.

As much as the plaque is some recognition of safe driving of vehicles on State business, the real reward is in everyone recognizing that accident free driving keeps you from being injured and avoids the ever increasing costs associated with repairing and laying up State vehicles.