

JULY-AUGUST  
1981

CALIFORNIA



OUTLOOK

Special Awards Issue

# A MAY DAY CELEBRATION TO OPEN SITE 1A



A capacity crowd watches as Director David E. Janssen and Governor Edmund G. Brown Jr. dedicate Site 1A.

The celebration and dedication of the Nation's most innovative, energy efficient building lasted an entire day. Properly titled "The State of Things to Come", the day's activities, free to the public, included a street festival where arts and crafts were displayed, ethnic foods were enjoyed, and a Sun Day solar exhibit was displayed. At noon, the crowds were entertained by the Pickle Family Circus, Black Ice Fusion, and street entertainers. At six, there was a 4-mile footrace and a country music concert. At 7:00, a solar film festival was held in the Atrium and Hoyt Axton performed at 8:30 p.m.

The actual building dedication ceremony took place at 12:00 noon as Governor Edmund G. Brown Jr., and General Services' Director David E. Janssen, accompanied by members of the Legislature and several guests, including former State Architect Sim Van der Ryn, building designer, dedicated the building in front of a full capacity crowd.

The four-story office structure, designed and constructed by the Office of the State Architect, known as Site 1A, is so called because it is the first of several buildings being constructed under the State's Capitol Area Plan as part of the State Building Program.

This unique building was dedicated to honor Gregory Bateson, a noted anthropologist who conducted field studies in New Guinea in the 1930's. Governor Brown chose to honor Bateson because

he said Bateson's life personified "a quest for underlying unity in all living things." Bateson's widow, also present at the dedication, expressed how her husband would have been truly proud of the dedication.

The four-story concrete and glass office building, bounded by 8th, 9th, P and Q Streets, will provide office space to 1,300 employees from various State agencies, including members of Governor Brown's policy staff.

The 276,000 square foot building was designed by former State Architect Sim Van der Ryn and his staff and was subsequently completed under the

direction of the current State Architect, Barry Wasserman. "Site 1A started, in a sense," stated Mr. Van der Ryn, "the day I was appointed State Architect by Governor Brown in October of 1975. The Governor had made it clear that during his administration he wished to do some building — to move State office buildings from scattered sites, where we were doing leasing, to the downtown core area. I thought that since we were going to do some building, we may as well try out a few new ideas."

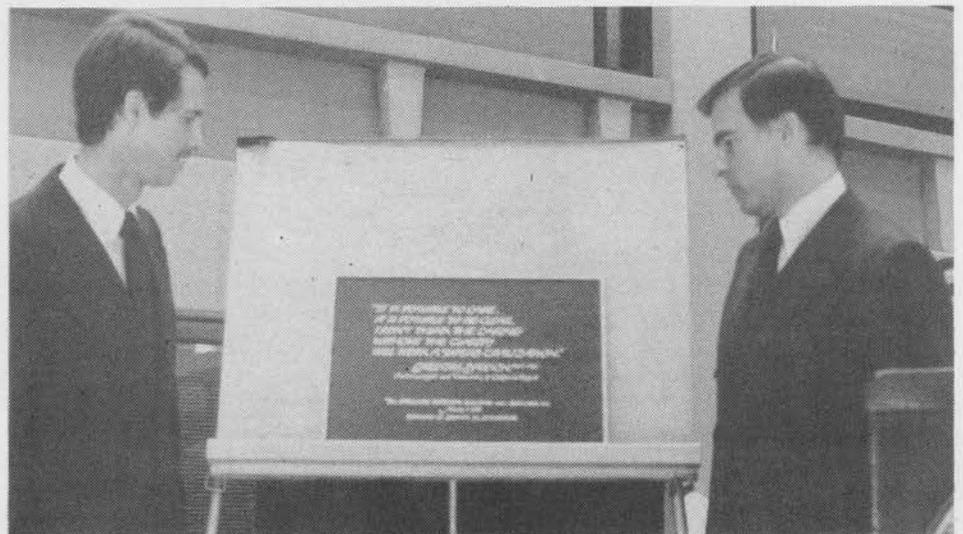
Site 1A has indeed incorporated a "few new ideas". The building has received international recognition for its energy efficient design and the design won a citation in the 26th Annual Competition of the *Progressive Architecture* magazine.

"This is a building the people of California can be proud of," said Director David E. Janssen, "for its energy efficiency, physical appearance, concern with worker comfort and the surrounding urban environment, and for its ability to save taxpayers millions of dollars through reduced energy costs."

The office building will require only 40% of the energy used by a comparable conventionally built similar-sized building. The new building combines computer-controlled solar technology with old fashioned techniques to take advantage of winter sun for heating, summer breezes for cooling and natural light for illumination.

The most impressive feature of the building as one steps inside is the 70-foot high central courtyard-style atrium,

**(Continued on page 16)**



As part of the "State of Things to Come" celebration, Director David Janssen and Governor Edmund G. Brown Jr. dedicate Site 1A.

## SEXUAL HARASSMENT WILL NOT BE CONDONED

On January 28, 1981, the Director, David Janssen, signed Administrative Order No. 81-1 declaring that sexual harassment is "unacceptable conduct in the workplace and will not be condoned". Although sexual harassment has only recently been given public attention, it is a problem that has affected the lives of both men and women for many years. In many cases, the problems have been so severe that individuals have had to apply to the courts for appropriate remedies. Some of these court cases have held individuals guilty of sexual harassment and have held them personally responsible for compensating harassed individuals through payment of a monetary award.

In an effort to make managers, supervisors and employees aware of their responsibility to maintain a favorable working environment free of sexual harassment, a sexual harassment training program was conducted at various locations in the Sacramento area during the latter part of June and early July.

Lynn Catania, Women's Program Coordinator, assisted by Larry Myers, EEO Officer, conducted the training sessions.

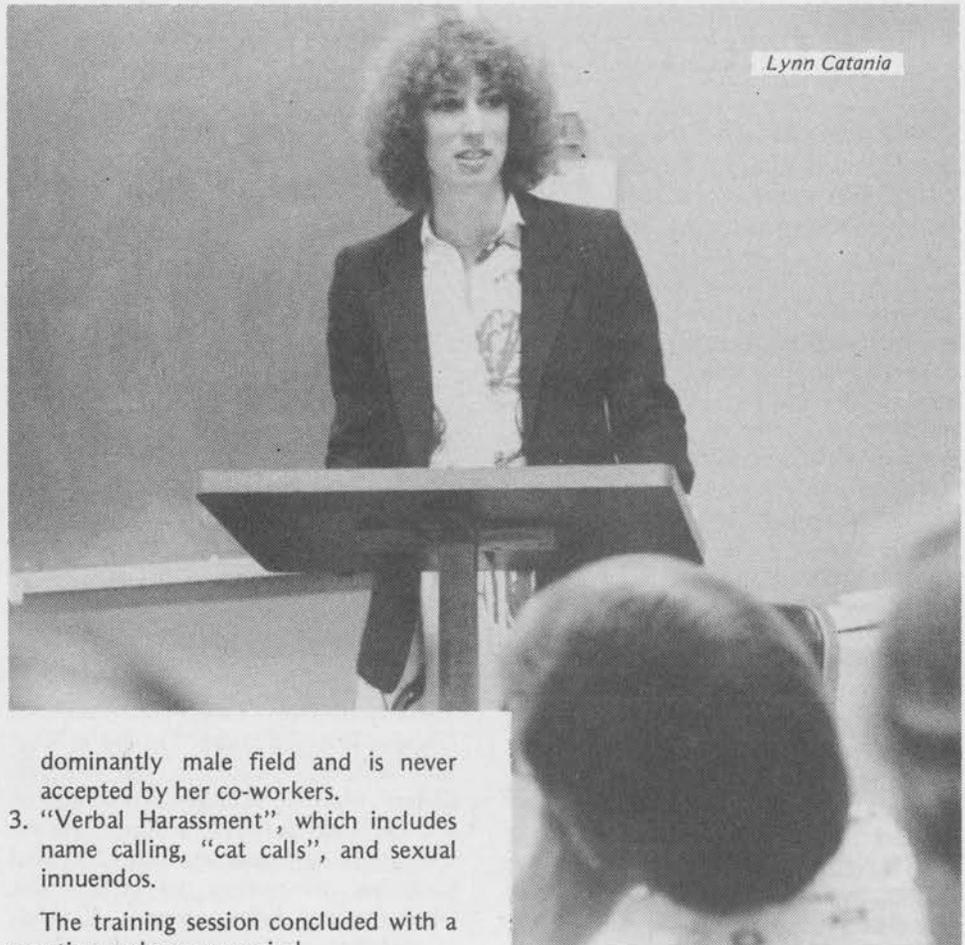
"The key words in defining sexual harassment," stated Lynn Catania, "are 'unsolicited' and 'unwanted'." The root of the problem lies in the fact that men and women perceive sexual harassment differently. Lynn further stated that most people think that sexual harassment only involves men harassing women, but the reality is that sexual harassment can involve a woman harassing a man, a woman harassing another woman, or a man harassing another man.

Several examples of sexual harassment were provided during the course of the training as well as examples of court cases which have set precedent in this area.

A short film, "The Workplace Hustle" narrated by Ed Asner, and featuring Lin Farley, author of *Sexual Shakedown*, provided actual examples of sexual harassment experienced by women in the workplace.

Lin Farley, herself a victim of harassment, was the first person to use the phrase "sexual harassment". She said that there are three levels of harassment:

1. The "put out or get out" situation where a person is harassed into providing sexual favors so as not to lose a job or be passed over for a promotion.
2. "Hostile Harassment" — A situation where a woman enters into a pre-



Lynn Catania

dominantly male field and is never accepted by her co-workers.

3. "Verbal Harassment", which includes name calling, "cat calls", and sexual innuendos.

The training session concluded with a question and answer period.

Perhaps the most startling fact presented at the training session is that according to several recent surveys conducted nationwide, 90% of all women surveyed agreed that sexual harassment is a problem in the workplace, 70% of all women have experienced some form of sexual harassment and 52% have either quit their job or have been fired as a result of harassment.

Plans are also being developed to provide sexual harassment training in areas outside of Sacramento. When these plans are finalized, all employees will be notified of the proposed training program.

If you are a victim of sexual harassment or if you want to report an incident of harassment, bring all complaints to the attention of either the:

1. Departmental Women's Program Coordinator — (916) 322-5990, ATSS 492-5990.
2. Departmental EEO Officer — (916) 322-5990, ATSS 492-5990.
3. Appropriate divisional EEO Counselor.
4. Appropriate Division Chief.

All complaints will be held in the strictest confidence.

## On The Cover

Pictured on the cover is the fully restored locomotive "Sonoma". The Sonoma is only one of twenty-one pieces of historic railroad rolling stock found in the largest railroad museum of its kind in the world, in Old Sacramento.

The Museum of Railroad History was opened on May 2, 1981, as part of the "State of Things to Come" celebration which also included the dedication of the Site 1A building.

The Sonoma, built in 1876 by the Baldwin Locomotive Works of Philadelphia, first operated on the North Pacific Coast Railroad in Northern California. The Sonoma last operated in 1940 at the San Francisco World's Fair. The Sonoma weighs 54,700 lbs., and uses wood as fuel. The Sonoma is the finest example of the "American" type locomotive, resplendent with brass and gold leaf.

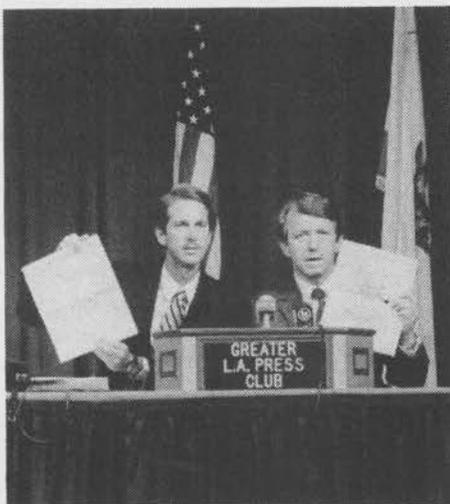
# NEWS BRIEFS

## A FIRST FOR GOVERNMENT

The *California State Contracts Register*, the first-of-its-kind publication, has been developed by the Small and Minority Business Procurement Assistance Division. The *Register* was developed to fill a void which exists in varying degrees throughout government, and involves a need for greater participation of the business community in public business. The publication will be issued on a semi-monthly basis and will announce State service contracts in 39 service categories. Although the focus will be to publish service contracts, construction and commodities will also be included to a lesser degree.

### Authority for the Register

Governor Edmund G. Brown Jr., in concert with several Legislators, signed Executive Order No. B83-81 which requires all agencies contracting for services to publish an announcement of such services in the *Register* and authorizes General Services to publish it on no less than a semi-monthly basis. According to Stim Suzuki, Division Chief, "Plans are already on the drawing board for a weekly *Register*, and it is safe to assume that the *Register* will have more ads than it can publish in the twice-monthly format."



Director David Janssen and Assemblyman Leo McCarthy, Speaker Pro Tem, held a press conference in Los Angeles to publicize the California State Contracts Register.

### Publicizing the Register

In an effort to publicize the *Register* to the business community, State and Consumer Services Agency Secretary Alice Lytle, Undersecretary William Hastie, Director David E. Janssen, Deputy Directors Julian Camacho and Lester Riggins and several Legislators held press conferences statewide on June 9th announcing this new state government service to the business community. Press conferences were held in Los Angeles, Fresno, Emeryville and Fairfield. A "wrap-up" conference was also held in the Capitol later that afternoon.

### General Services Staff Responsible for the Register

Four people from the Small and Minority Business Procurement Assistance Division are responsible for the production and distribution of the *Register*. Clare V. Bluemel, Manager of Information and Outreach Services, is responsible for the day-to-day program operation and supervises and reviews the work of the *State Register* Editor. Santos A. Alva, as *Register* Editor, is responsible for putting together a listing of ads and articles of benefit to the business community.

Maria Berumen, as Community Outreach Coordinator, will be working with the California business community to develop and coordinate programs to increase private business participation in State business. Maria's efforts will promote the advantages of the *Register* as a vehicle in contracting with the State.

Carolyn Travis, Agency Coordinator, will be working with State government agencies to bring together advertisements in the 39 service categories. This position requires a tireless public relations coordinator and Carolyn, with experience in the programs offered to assist small, minority and women-owned business, offers a broad, empathic perspective.

The nominal subscription fee for the *Register* allows it to be a self-supporting publication. In addition, the fee is tax deductible to the businessperson, as a cost of doing business. The first two issues published in June were complimentary and the *Register* is well on its way to success.

## SBO + CAL-OMBE = PAD

by Jennifer Stanley

The Department of General Services consolidated the Small Business Office and the California Office of Minority Business Enterprise, now known as the Procurement Assistance Division (PAD), to improve the effectiveness of the Offices' closely related programs. The merger of these Offices will significantly increase the State's ability to promote the growth and development of the community comprised of small, minority and women-owned businesses.

Stim Suzuki was appointed Chief of the new division. Mr. Suzuki has 21 years in State service of which 17 years have been buying experience with the State Office of Procurement. He has been actively involved in small and minority business programs since 1973 and served as the Small Business Liaison for the Office of Procurement.

The existing programs which assist businesses in contracting for goods, construction projects and providing services in the State of California purchasing system will be continued. In addition, they will be expanding services in the area of community business development and assisting state agencies in business resources. In addition, PAD has introduced the first issue of the *California State Contracts Register*. The publication is a means of informing business entities throughout California of the contracting needs of the State. (See the article *A First for Government*.)

## WOMEN IN '81

by Lynn Catania

There are many issues facing women in 1981. I would like to bring the employees of General Services up to date on some of those issues.

The biggest issue is "comparable worth". "Comparable worth" is a term that describes the effort to raise wages for female-dominated jobs. Jobs that require comparable skills, effort, and responsibility should be equally compensated whether they are held by a man or a woman. Historically, this has not been the case because women have been working

(Continued on page 16)

# NEWS BRIEFS

## CALIFORNIA SMALL BUSINESS WEEK

Ninety-six percent of all American businesses are small and the other four percent *were* small. Recent studies by MIT have also demonstrated that "no less than 66 percent of all new jobs are created by firms with fewer than 20 employees."

In recognizing the importance of small business to the economic growth of this country, Congress declared the week of May 10-16, 1981, as Small Business Week. The California State Legislature and Governor Brown also declared it California Small Business Week.

Realizing that small business is an integral and needed element of the overall State economy, legislation was passed in 1975 to encourage California-based small businesses to seek their fair share of State government contracts and purchases. Without resorting to "set-asides", the State program has offered certain advantages to small business in seeking the State as a customer. Among these advantages is a 5 percent bidding preference.

On Friday, May 15, 1981, this Department awarded a resolution to Hopper Hammond Dodge Company of Berkeley, recognizing them for their outstanding accomplishments as a small business entrepreneur.

Hopper Hammond Dodge of Berkeley is a supplier for the State of automobiles, light trucks, vans and utility vehicles. They have received over \$8 million in contracts from the State of California in 1980-81.

In addition to the small businessperson award, Bill Shelton, a buyer with the Office of Procurement, and Jeanette Chan, Contracting Officer for the Office of the State Architect, were recognized



Jeanette Chan

Bill Shelton



Policewoman Joan Alston directs the practice building evacuation.

## STATE PRACTICES BUILDING EVACUATIONS

by Lester Riggins

"Scary Fire in High-Rise on Market." This news story from the San Francisco Chronicle on a scary "suspicious" fire in a downtown high-rise at rush hour sent white smoke billowing over San Francisco's skyline, drove office workers to safety on the roof and blocked traffic on Market Street for 2½ hours.

Recent fires in Las Vegas, Reno, Nevada and in leased facilities in Sacramento have forced the State of California

for their efforts in promoting increased participation of small business in the State's procurement of goods and contracting services.

Bill Shelton has been named the Outstanding Small Business Buyer for 1980-81. His outstanding performance in contacting small businesses exceeds that of any other buyer.

Jeanette Chan has made special efforts to advise and encourage small firms to apply for State projects and generally dispelled feelings that State contracting by small businesses is difficult or impossible. Her efforts have resulted in the award of 31% of all professional fees to small businesses for the last three years by the Office of the State Architect.

agencies and departments to prepare and test their preparedness for evacuating buildings in case of fire, earthquakes, emergency alerts and any other natural disaster.

A memorandum signed by Alice Lytle, Mario Obledo, Lynn Schenk, Huey Johnson, Mary Ann Graves, Richard Rominger, Howard Way and Don Vial, all agency secretaries, directs their employees to actively participate in planned evacuation exercises and emergency training in state-owned and leased buildings.

Coordination and cooperation between local fire department personnel, designated emergency personnel (floor workers, stairway monitors), Buildings and Grounds personnel, California State Police, State Fire Marshal and building owners have been accomplished statewide.

Exercises will be conducted throughout the State in the next four months. In Sacramento, exercises have already been conducted in OB No. 1, OB No. 8, OB No. 9, the Resources Building and 1025 P Street. The results of the training exercise have been positive. All persons involved have benefited from personally participating in the exercises.

We have many more buildings to go!!

We request your cooperation and participation.

# 93 STUDENTS WERE EMPLOYED BY THE DEPARTMENT OF GENERAL SERVICES

by Judy Goodridge

The summer employment program was a smashing success! The Department made a total of 93 summer hires, just slightly short of our goal of 100. 35 Seasonal Clerks, 41 Youth Aides, 15 Student Assistants, and 2 Graduate Student Assistants were hired. Several minority organizations throughout the State were contacted for referrals. The overall response was tremendous and more than 600 applications were received.

The summer employees are performing a variety of jobs. Buildings and Grounds Division, which hired more students than any other division, is using Seasonal Clerks to provide general office assistance while Youth Aides learn grounds maintenance.

The Fleet Administration Division summer employees are working in State garages, performing a variety of services, including garage maintenance.

Youth Aides in the Procurement Division are working in the various state warehouses moving supplies and equipment.

The Office of the State Architect has Student Assistants providing assistance to staff architects and engineers, in addition to Seasonal Clerks providing general office assistance.

Space Management Division student employees are providing assistance to journey person planners and working on a special project involving leases.

Communications Division is using student assistants to conduct a radio survey, to help fabricate radio equipment and to do some engineering drafting work.

These are just a few examples of the work experience provided to those students hired as part of the 1981 summer employment program. All supervisors and managers who participated in this program were pleased with the opportunities that were provided to the students and the students received excellent work experience. We thank all those who participated and we look forward to next summer's program.

## Service Awards



Congratulations are in order for several employees of the Department of General Services who have completed twenty-five years of service with the State within the last seven months. Best wishes to all of you and thank you for your contribution to our department and the State of California.

### JANUARY

- Samuel L. Moeckly . . . . . Office Services
- Andrew B. West . . . . . Buildings & Grounds

### FEBRUARY

- Uel E. Burt. . . . . Buildings & Grounds

### MARCH

- Scott M. Law . . . . . Office Services
- Jeanette A. Niederost. . . . . Procurement

### APRIL

- David E. Easton . . . . . Procurement
- William A. Smith. . . . . Buildings & Grounds
- Robert G. King. . . . . Fleet Administration
- Theodore A. Louis. . . . . Buildings & Grounds

### MAY

- Frederick D. Grassle. . . . . Real Estate Services
- Dwight W. Jenkins. . . . . Procurement
- Dorsey Sue. . . . . Office of the State Architect
- Henry A. Paolucci . . . . . Office of Administrative Hearings

### JUNE

- James W. Morgan. . . . . Fleet Administration
- Frank P. Campos. . . . . Procurement
- Thelma H. Range. . . . . Procurement
- Robert Sitzman. . . . . Office of the State Architect

### JULY

- Don Clark . . . . . Office of the State Architect



Pictured above are the Office of State Printing employees who attained 25 years of service with the State of California. These employees were honored at a social gathering at the Office of State Printing on March 26, 1981. Director David E. Janssen and former Deputy Director Bob Varela were present to present the awards with State Printer Vincent Toolan.

**BACK ROW:** Bob Varela, Robert Grant, Ray Lenau, Gerald Buford, Charles Washington, Richard Buford, Edward Bulber, David Janssen, and Les Tedmon.

**FRONT ROW:** Vincent Toolan, Jack Steinberg, Robert Feuillard, William Costello, Lenora Albericci, Katie Matson, Marian Clark, and Milton Burgess.

Those not pictured include Gil Castillo, Laurence E. Hankard, Albert J. Korabeck, Clara E. Land, Romel Langeberg, Albert Macias, Jim Perry, George Pitzer, Jr., Joseph E. Ramos, Ernest E. Thomas, Dale Vaderhoff, and Theodore J. Viegas, Sr.

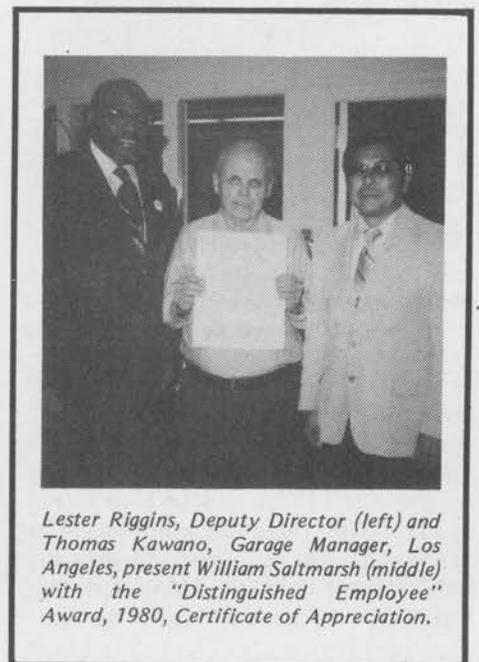
## 25 Years . . .



David E. Easton, Warehouse Operations Manager, Office of Procurement, receives his 25-Year award from Chief John Babich.



James Morgan, Chief of Fleet Administration, receives his 25-Year award.



Lester Riggins, Deputy Director (left) and Thomas Kawano, Garage Manager, Los Angeles, present William Saltmarsh (middle) with the "Distinguished Employee" Award, 1980, Certificate of Appreciation.

# GENERAL SER

**BARRY WASSERMAN**, the State Architect, recently was elected to the American Institute of Architect's (AIA) College of Fellows in recognition of his contributions to the profession and his public service. Only seven other architects in the Central Valley Chapter of the AIA have been so honored since the chapter was formed 40 years ago. Fellowship is the highest honor the Institute can bestow on a member, with the exception of the Gold Medal.

Another honored recipient of the AIA College of Fellows this year is **WILLIAM R. VICK**, former Deputy State Architect, and Assistant Secretary of the State and Consumer Services Agency.

As a result of her Merit Award Board suggestion, **LOIS M. MUSE** was awarded \$270 by the Director, David Janssen, in the presence of her co-workers in the Management Services Division. Lois' suggestion will annually save the State \$2,070 in computer time and approximately \$647 in personnel time. Lois said she is always looking for new ways to improve job efficiency, and this one paid off.



*Lois M. Muse receives her Merit Award from the Director.*

Did you know that **ARMINGTON RAFAEL**, an Office Services employee, is the world record holder for the bench press in his weight division? Armington weighs in at 148 lbs. and has been known to lift 450 lbs. He set the world record by lifting 420 lbs. and hopes to officially break that record by lifting 450 lbs., which he did while working out the other day in the gym.

By now I guess you are wondering what happened to **ROBB VAN DER VOLGEN**. Well, Robb has transferred to the State and Consumer Services Agency where he is Assistant to the Secretary. Good luck on your new job, Robb.

Now that Robb is gone, who is going to be *Outlook* Editor...? Me! My name is **MARY ANNE RIEHL-CAMPOS**. Some of you may remember me from Real Estate Services Division. Now I'm located on the 5th Floor of OB No. 1, Room 590. If you have a good story idea for me, just give me a call at 445-3946, ATSS 485-3946.



*Mary Anne Riehl-Campos*

**MAUREEN HARRIS SUMMERFIELD**, a Real Estate Services employee and mother of four (3 boys and 1 girl) was declared "Mother of the Year" by the Glen Elder Creek Mothers' Club at a dinner held on May 24th in downtown Sacramento. The club is dedicated to the promotion and welfare of children, home and family. Maureen, a past president of the club, actually founded the "Mother of the Year" program five years ago and has been Chairwoman of the program ever since. Maureen describes the program as her "pet project each year". The idea behind the award, she said, is to honor and promote the importance of motherhood. Never before has a club member been chosen for the award. Maureen was "shocked" and overjoyed at receiving the award this year. "Everyone knew but me," she said. "I was the last to know." In addition to being chosen "Mother of the Year", Maureen received two other community service awards, one of which was presented to her by Deputy Director Lester Riggins.

Governor Edmund G. Brown Jr. issued an Executive Order establishing the Small Business Advisory Council. The Council will be chaired by Lynn Schenk, Secretary of the Business, Transportation and Housing Agency, and will consist of 19 members (2 public sector and 17 private sector representatives). One of the public sector members appointed by Governor Brown is **JENNIFER STANLEY**, Administrative Assistant, Small and Minority Business Procurement Assistance Division. The role of the advisory council is to make specific recommendations for legislation and programs to encourage small business in California.

**MAY LEE**, Administrative Services Division, was presented an Award of Appreciation from the United California State Employees Campaign by Brent Korff, her supervisor, and Rosamond Bolden, Chief of Buildings and Grounds, who was departmental United Way Coordinator. May has been the departmental auditor for the United Way Campaign for the last three years. Her personal efforts this year assisted the Department in exceeding the prior years' contribution by 20%.



*May Lee is presented an award of appreciation from Brent Korff for her participation as a volunteer auditor in the United Way Campaign.*

The California State Police recently promoted the first woman to the position of Sergeant. **SERGEANT LISA MALONE** began her career with the State Police in 1976, and has served continuously in the Los Angeles District ever since.

Sergeant Malone, promoted on 6/1/81, is assigned as a line Sergeant, and has always worked the line as an officer.

# SERVICES PEOPLE

The Sacramento Elks Lodge No. 6 honored California State Police OFFICER JESSE GARCIA, JR. as Officer of the Month for May. This is the latest of several commendations for Officer Garcia.

Officer Garcia is considered an expert on the subject of youth gangs. He also spends a great amount of his own time working with disadvantaged youths, attempting to prevent their entry into criminal activities.

In 1976, the San Francisco Area of the California State Police established an Explorers program to assist young adults in preparing for careers in law enforcement. The program has been extremely successful, and was recently the recipient of an Assembly Resolution.

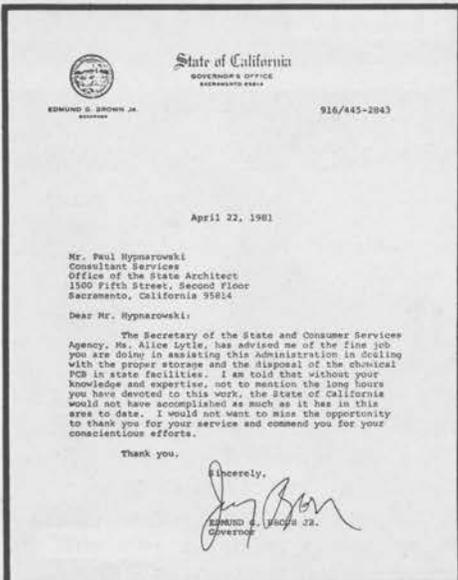
Assemblyman Leo McCarthy authored a resolution honoring Exploring Post 490 for their efforts and achievements in community service. Assembly Members Resolution No. 1793 was presented to the Exploring Post on 5/28/81.

On the night of May 19, 1981, the Allied Bail Bond Agency in Sacramento was severely damaged by an explosion. Although the explosion was in the jurisdiction of the Sacramento Police Department, California State Police Explosive Ordinance Disposal (EOD) expert OFFICER ESQUE FROST responded to the scene at the request of the Sacramento Police Department to assist. He, and other local EOD personnel, stayed through the night sifting the debris and analyzing the crime scene. Subsequent investigation led to the identification and arrest of a suspect.

During the past few months, several employees of this Department have received letters of commendation and gratitude for outstanding services performed. Letters were received by:

BILL WERRY, Principal Buyer, Office of Procurement, received a memo from the Board of Administration — Public Employees' Retirement System. *"You provided extremely helpful, prompt and efficient service for us on a very short notice."*

PAUL HYPNAROWSKI, Senior Electrical Engineer, Office of the State Architect, received the following letter from Governor Edmund G. Brown Jr.:



## FEEDBACK

DAVE YORSTON and WANDA KOVAZOVICH, Leasing Officers in the Space Management Division, received a letter from the Director of the Department of Food and Agriculture for their excellent work in finding and leasing space for the Mediterranean fruit fly project in Santa Clara County.

AUSTIN EATON, Manager of the Research and Analysis Section, Office of Procurement, received a letter from the State Fire Marshal. *"Your individual contribution has been tremendously appreciated . . . Although I have seen many devastating fires in my career, until now I didn't comprehend the magnitude of loss such a fire can bring. You are in the 'people' business. Our need has proved that you take care of that business damn well."*

The President of Mira Costa College in Oceanside had this to say about LEON STEIN, Principal Structural Engineer, Office of the State Architect: *" . . . because of all the outstanding cooperation that we received from you and your department, we were able to bid the theatre project at a very advantageous time with a result in savings of several hundred thousand dollars."*

### CAPITOL RESTORATION NEARS COMPLETION

In March of 1976, construction started at the Capitol Restoration Project. The Department of General Services has managed for the Joint Rules Committee the architectural/engineering contracts, as well as the construction contract. The project is now approaching completion with legislative staffs scheduled to move into the building in October. The public opening will coincide with the opening of the legislative session in January of 1982.

The next issue of *Outlook* will have an article about some of the General Services people who worked on the restoration, and the subsequent issue will cover the story of the building itself.

A letter from the Nevada County Fair bookkeeper praised the work of the Material Services Section. *"Two weeks ago, I called in desperation for my order of supplies. A very courteous person listened to my request and promised to 'Rush'. Within a few days, the order was here, intact and complete. Thanks."*

The Merced County Fair General Manager, Doug Warren, wrote a letter of appreciation thanking JOHN BABICH, Chief of Procurement, for his expert assistance.



Rolland Flores

Victorio Urmanita

## BUILDINGS AND GROUND APPOINTS 17 APPRENTICES

Buildings and Grounds Division is pleased to announce the appointment of seventeen apprentices: ten in Sacramento, four in Los Angeles and three in San Francisco.

The Division began a formalized trades and crafts Apprenticeship Program in 1977. The program originated with four apprenticeship positions in Sacramento, one each of electrician, plumber, painter and carpenter.

The recent appointments have expanded the program to include the engineer apprentice and have extended the program to Los Angeles and San Francisco.

The Apprenticeship Program consists of on-the-job training provided by journey tradespeople and technical education through correspondence schools. Each term of apprenticeship lasts three years.

Ensuring that the apprentices receive proper training is the duty of the apprenticeship committee. This committee, which consists of journey tradespeople and management, meets regularly to assess the progress of each apprentice.

The Apprenticeship Program not only provides upward mobility for lower paid employees but also is an excellent means of providing highly qualified journeypersons.

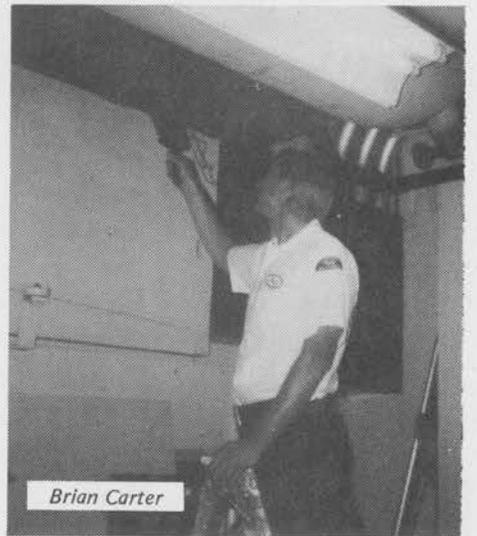
The Department wishes each apprentice good luck on his/her road to becoming a journeyperson.



Building Manager George Crusey with Rolland Flores, Victorio Urmanita, John Cenovich and Gloria Logan.



Sacramento Apprentices: Back - Tony Oreb, Charles Evans, Jack Harris, Dan Chambers, Terry Counts. Front - Claudia Cruickshank, Mike Nielson, Camilo Moreno, Brian Carter, Dreama Strelt.



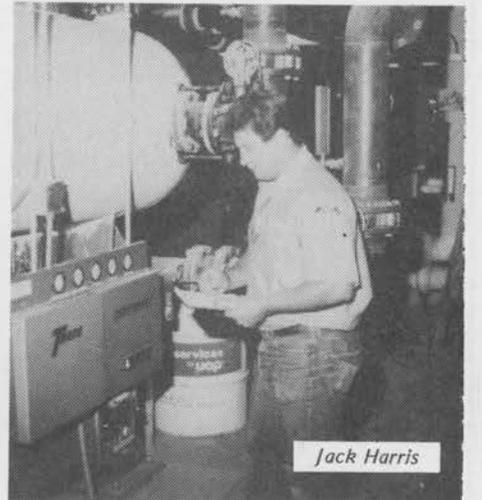
Brian Carter



Gloria Logan



San Francisco Apprentices: Frank Abney, Claude Loudermill and Raul Daria.



Jack Harris



## ***SUSTAINED SUPERIOR PERFORMANCE AWARDS 1981***

This year, 73 candidates were nominated for the 20 Sustained Superior Performance Awards authorized for this department. All of the employees nominated represented the highest standards of performance and excellence on the job. It was a difficult task for the selection committee to choose only 20.

Those employees chosen to receive awards are truly deserving of the honor. They have demonstrated consistently outstanding performance and have set an example of service concern and commitment to excellence.

This year's winners were presented a check and certificate by Director David E. Janssen in a ceremony that took place on Friday, June 26, 1981, in the Conference Room located on the fifth floor of OB No. 1.



**J. FRANK DAVIDSON**, Associate Leasing Officer, Space Management — As a Leasing Officer, Frank Davidson is assigned to the metropolitan Sacramento area. His assignments regularly include the largest, most complex and politically sensitive projects handled by any Leasing Officer in the Space Management Division. The normal Leasing Officer workload consists of 35 projects. He normally handles 50 projects or more. He regularly communicates with Agency Personnel, Department Directors, Legislators and their staff. Frank, through his expertise, is always able to negotiate cost-effective leasing arrangements for the state. On highly complex and sensitive projects, he has literally saved the state hundreds of thousands of dollars. He exhibits exemplary skill in market knowledge, negotiating, problem solving, and client relationships.



**WILLIAM O'BRIEN**, Associate Architect, Office of the State Architect — Bill has been responsible for managing the State Construction Program for the Fire, Life, Safety and Environmental Improvements in State Hospitals for the past 24 months. If these improvements are not constructed by July, 1982, the State could lose over \$30 million a year in Federal support. To see that this does not happen, Bill voluntarily works about 12 hours overtime per week. Bill is responsible for the direct supervision of 4 professional OSA architects, at least 11 private architectural firms, a construction management consultant and over 10 general contractors. Supervision is normally not required of an Associate Architect, but Bill has voluntarily assumed this responsibility to get the work done and to ensure that the impossible July, 1982, deadline will be met.



**HELEN D. SMITH**, Office Assistant II (Typing), Real Estate Services Division — To improve her skills and knowledge of her job, Helen has attended various real estate courses at American River College. They include Real Estate Principles, Property Management and Escrow Procedures. With her desire to improve her knowledge and skills, she began to review title insurance policies, checking for errors in title exceptions or descriptions, and developed a method for minimizing mistakes in escrow instructions and warrant procedures which has greatly assisted the land agents. She also found ways to reduce the time necessary to complete her work. Helen is always willing to offer help to other sections and recently she performed the personnel work for a co-worker who was out ill for two months. She also assists the Secretary to the State Public Works Board.



**DEBRA M. HAMILTON, Legal Secretary, Legal Office** — Debra transferred to the Department of General Services in March, 1978, after having worked for almost three years at the Department of Industrial Relations. She transferred as a Senior Stenographer, and today is a Legal Secretary in the Legal Office. According to her supervisor she has an outstanding pleasant attitude and works well with everyone. Debra came to the Legal Office when it was involved in significant

personnel changes in the stenographic area. Debra learned quickly and always showed enthusiasm and a desire to work hard. She never hesitated to take work home. Through her tremendous energy level and qualities of leadership, she has contributed greatly to improved contract control and customer relationships.

To improve her skills, she has taken several college classes and has attended in-service training courses.



**WILLIAM R. JIMENEZ, Agent, California State Police** — Bill started with the State Police in December, 1974. He currently works for the Executive Protection Bureau out of the Los Angeles Office, providing public official protection to visiting dignitaries. He has received at least eleven commendations for outstanding service from visiting Governors, State Legislators, and foreign Heads of State, including the Governors of Florida and New Mexico and visiting dignitaries from Baja California. Bill was born in Mexico and speaks fluent Spanish and

therefore is usually assigned to dignitaries who visit from Spanish-speaking countries. During the past two years, Bill has been able to establish an excellent working relationship with the State Police of New Mexico, Arizona, Washington and the State of Baja California, Mexico.

Bill has consistently accepted the most arduous and dangerous assignments without complaint. He has sacrificed much of his personal time to establish rapport with the protectees and he has repeatedly demonstrated an ability to place a protectee at ease.



**JUNE OKADA, Office Services Supervisor II (Typing), Office of Procurement** — Starting with the Department of General Services in 1970, June has spent the last eleven years working in the Office of Procurement.

During the past few years, June has made several valuable contributions in her office. She played the key role in effecting the smooth transition from a manual bid process to a computer-system-generated process. She established pro-

cedures and schedules for production and mailing of Formal Bids and Contracts, and she has been given several special projects, all of which she has performed effectively and efficiently. According to her co-workers, June is hard-working, patient and has the ability to maintain her cool while working under great pressure. If there is a birthday party, shower, or social event to plan, June is the first to volunteer.



**PAUL HYPNAROWSKI, Senior Electrical Engineer, Office of the State Architect** — A Senior Electrical Engineer for 4 years, Paul's assignment over the past 30 months has been the management of over \$15 million in consultant services. His dedication to his responsibility has caused him to voluntarily work on the average of 12 hours overtime per week.

Paul, because of his personal experience with toxic waste, has expended substantial personal time and effort to research and study the potential danger of PCB, a toxic substance used as a coolant in electrical transformers. Paul is recognized as the state expert in this area of study.

This issue was brought to the attention of the State Architect, the Director, the Agency Secretary and the Governor, and as a result, the Administration became a leader in recognizing and solving this problem.

Paul's achievement in the area is well above the normal requirement and was initiated by him, in his own recognition of the problem that had to be solved.

Through his ingenuity, initiative, and creative effort, we will all benefit from the information he has discovered through his long and tedious study of the problem and his suggested resolutions.



**JULIUS M. SINGERMAN, Senior Account Clerk, Buildings and Grounds Division** — A civil servant for over 25 years, Julius has faithfully performed his duties in an accurate and thorough manner. He has consistently maintained and audited the accounting functions for the Los Angeles Buildings and Grounds Unit which provides services for 57 state office buildings, each having a chart of 22 accounts or more.

He controls the petty cash flow as well as preparing contract delegation forms

and reconciles invoices. Through his efforts, errors are kept to a minimum. When his office was short of clerical staff for a four-month period, Julius worked before and after his regular office hours as well as on weekends in order to keep the Los Angeles area operating. For all the extra work he performed, he would not accept any time off or overtime pay for his services.

Julius consistently comes to work early and does not hesitate to stay late to complete the job.



**MADELINE RUGGLES, Staff Services Analyst, Office of Local Assistance** — A native of Connecticut, Madeline moved to California in 1945 and subsequently married a native Californian. She has worked for the Department of General Services since 1972. She is currently a Staff Services Analyst in the Office of Local Assistance. Due to a loss in operation funds and a reduction in staff below the authorized level, Madeline, as an Accounting Technician, almost single-handedly disbursed \$200 million in the school building aid programs. Madeline had to assume responsibility of the accounting section after the early retirement of her predecessor and in addition, she was

responsible for training new personnel. She prepared all monthly financial and statistical reports, checked all claim schedules for accuracy and for compliance and supervised all posting activities for the maintenance of nearly 700 active and ongoing construction applications. She did all this with the help of two Account Clerks.

When new funding was available, Madeline, with her experience and expertise, developed new procedures and systems for administering the new programs.

She is currently in charge of "Agenda Control" which means she screens all items prior to presentation to the State Allocation Board for approval.



**PATRICIA L. JONES, Telecommunications Technician, Communications Division** — Hired on June 1, 1978, as a trainee, Patricia's primary duty was to learn to install, repair and maintain communications equipment such as mobile two-way radios, base stations, microwave systems, antennas and personal portable radios. While still in training, Patricia developed and taught two very important technical training courses in Digital Electronics. She taught one of these courses to 121 of

the Division's journey level technicians statewide. Teaching on site, she saved the state \$27,000 in travel expense. The second course was presented to the Division's engineers, ensuring that they were kept abreast of the many changes in computer technology. Patricia voluntarily gave up her own time to develop the course and prepare her lesson plans. Patricia is currently working on an engineering degree in electrical engineering.



**JOHN J. BERGEN, Assistant Insurance Officer, Insurance Office** — Having worked for the state for the past 17 years, John spent 14 years working for the State Compensation Insurance Fund and one year at the State Personnel Board in the Injured State Worker Program. John currently is the Assistant Manager of the Worker Compensation and Safety Program in the Insurance Office. He has always taken extra steps necessary to monitor and control this expanding benefit program. He is resourceful and

innovative in his review of the Workers' Compensation Program and is highly respected by co-workers. Always well-informed, he is an excellent resource specialist on workers' compensation.

John has prepared reports for other state departments which have assisted them in controlling their workers' compensation risks and reducing their claim costs. In addition to his other duties, John also presents training workshops to other state departments, including a class on industrial injuries.



**OLIVE M. JOHNSON, Administrative Assistant II, Space Management Division** — Performing in a dual capacity in Space Management since January, 1978, Olive is both Administrative Assistant to the Division Chief and the Manager of the Division's Administrative Section. She annually prepares the division budget and provides clear and concise explanations of it at the annual hearings. She expeditiously handles all personnel matters and has been instrumental in helping the division achieve its affirmative action goals, which

has resulted in SMD being one of the most successful divisions in the department.

As Manager of the Administrative Section, she has streamlined procedures and operations allowing for the reduction of two people from her staff. She is presently developing a billing system which will further streamline operations. She has demonstrated considerable supervisory skills and is respected by her staff who perform at high levels under her direction.



**ROBERT C. CARDWELL, Sergeant, California State Police** — Sergeant Robert Cardwell, a member of the State Police for seven years, transferred from the Department of Consumer Affairs, Division of Investigation, back in 1974. Prior to that, he worked at the Department of Corrections as a Correctional Officer and in the early 60's he was a Deputy Sheriff for Sacramento County. During the last two and one-half years Bob has served as the Region One Administrative Sergeant (Northern California). In this capacity he serves as the Region Affirmative Action Coordinator, Equal Em-

ployment Opportunity Coordinator, Return-to-Work Coordinator, Post Seizure Hearing Officer and Preemployment Background Investigator. Bob has also been called upon frequently by Chief Skelton to perform sensitive and difficult special assignments for Division Headquarters, including conducting special investigations, both criminal and personnel, serving on oral panels and supervising special State Police skill tests. According to his co-workers, Bob's enthusiasm is inexhaustible and his accuracy and thoroughness are unparalleled.



**JANICE PAULSON, Office Assistant II (Typing), Office of the State Architect** — During most of 1980 Janice single-handedly maintained the clerical function of a two-person office staff by herself. Due to absences and termination of the lead Office Assistant II, she functioned independently in the office and frequently acted on behalf of the District Construction Supervisor during his absences for field trips.

A critical situation arose in the Los Angeles Construction Office last summer. The office secretary transferred and the second clerical staff person was on leave.

This left the Los Angeles office without any clerical help. Janice came to the rescue. She voluntarily accepted the responsibility of leaving her family to work for two separate two-week intervals, attempting to bring the tremendous backlog of that office into some sort of order. She trained the new personnel and trained the person who would eventually be her supervisor. The construction supervisor in her office stated that Janice has done an outstanding job in a very demanding situation, and has done her utmost to handle the work of two persons.



**CLAIRE MURPHY, Associate Business Equipment Analyst, Office Services Division** — Regarded as the State of California's leading expert in the usage of word processing and nationally recognized by other leaders in the field, Claire has received various inquiries relating to word processing from the private sector and from other states including Oregon, Washington, Nevada, and Pennsylvania. She has conducted seminars for state employees and has been a speaker at various seminars. She also has been con-

tacted by agencies of the Federal Government to act as a consultant.

Claire's efforts to date have saved the state \$244,000 through providing her clients and the Office of Procurement with a valid analysis of her clients' needs matched with the appropriate equipment and staffing resources.

Claire participated in the first Word Processing Symposium held at the University of California, Berkeley campus in July, 1979. Claire's presentation received the highest rating from the participants.



**BETTY MINKNER, Hearing Transcriber-Typist, Office of Administrative Hearings** — Part of a pilot project team, Betty is testing the feasibility of electronic recording and transcription of administrative hearings. Transcripts of the hearings are electronically recorded and Betty types the transcript from on-the-spot quadraphonically recorded cassette tapes. The minimum performance standard for Betty's classification is 29 to 35 folios per day. A folio consists of 100 words. During the past two years, Betty has produced

119.25 folios (average) per day, 340% above the top of the standard.

During the past two years, clients of the Office of Administrative Hearings have paid approximately \$47,000 for Betty's transcription services. If Betty had performed at the top minimum standard, her services would have cost about \$160,000. Because of her efficiency and accuracy, the savings have been approximately \$113,000. Betty has proven the feasibility of electronic recording and transcription of hearings.



**DORIS GILLETTE, Accounting Technician, Accounting and Financial Services** — Doris started her state service career on July 10, 1947 as a Telephone Operator for the Department of Finance. When General Services separated from the Department of Finance in 1963 and became its own department, she followed.

Doris, an Accounting Technician in the Accounting and Financial Services' E.D.P. Control Section, has worked in this capacity since February, 1975. She is responsible for controlling the data input into a variety of automated accounting systems, processing thousands of transactions a month with virtually no errors. She habitually devotes more than 8 hours

a day and it is not unusual to see her working on a scheduled day off. Doris is often called upon to work with other divisions, standardizing and coordinating procedures. She has also been responsible for extensive cross-training of personnel in her section to minimize disruptions caused by absences and vacancies. Being extremely conscientious in meeting deadlines, her work is always accurate, timely and well-documented. Doris recently developed a method for incorporating energy usage data into the Building Cost System for the Buildings and Grounds Division. Now they are able to incorporate this important cost data accurately into their reports.



**JANIE WATTS, Janitor, Buildings and Grounds Division** — With 17 and one-half years at General Services, Janie is currently Matron at the Trans Bay Terminal. On numerous occasions she has assisted the State Police in controlling crime by pointing out victims of purse snatching and was credited for reporting a loaded 45 caliber pistol in the ladies' restroom (her area of responsibility), alerting State Police who retrieved it. On several occasions she has been very helpful to

persons who have been ill. Her extensive contact with the public has proven that she can handle her position well. She has created a good image of the Department and state workers in general.

Janie Watts received an attendance award for 1979/80. According to her supervisors, good attendance means a higher morale and reduces scheduling of overtime. Thanks to her diligence and helpfulness, Janie Watts has created a safer, cleaner place for general public use.



**NORMAN SMITH, Construction Supervisor, Office of the State Architect** — Norm has dedicated his services to this department for over 22 years. Norm is responsible for managing the Direct Construction Office. This work often involves emergency requests and critical time limitations. He is known in General Services and by other agencies to be able to respond quickly and effectively in all situations. His efficiency and timeliness have saved the state over \$400,000 in construction costs by getting the job

done within the required time frame and cost established even if this means working beyond a 40-hour week. His attitude, one of getting the job done no matter what happens, has resulted in either completing the project within or well below required time and cost.

While each construction project is unique, in his own way, Norm exercises special skills in developing ingenious methods of construction to save cost and time. Norm has a long list of satisfied clients.

**CALIFORNIA STATE FAIR**

Aug. 21 — Sept. 7

State employees can again this year purchase a pre-sale discount admission ticket to the Fair. Regular adult admission is \$4.00. By purchasing tickets in advance, you can purchase tickets at half price. Discount tickets can be purchased at Safeway stores.

**1981 ENTERTAINMENT\***

- Aug. 21 . . . . Billy "Crash" Craddock  
 Aug. 22, 23 . . . State Fair Musical -  
                   "Paint Your Wagon"  
                   Mr. California Golden Bear  
 Aug. 23 . . . . Freddy Fender In Concert-  
                   Día de Mexicanos-  
                   Americanos  
 Aug. 24 . . . . Dottie West  
 Aug. 25 . . . . Sister Sledge  
 Aug. 26 . . . . Alabama  
 Aug. 27 . . . . Dick Clark's Good Ole  
                   Rock & Roll Show  
 Aug. 28 . . . . State Fair Musical -  
                   "Paint Your Wagon"  
 Aug. 29, 30 . . . State Fair Musical -  
                   "Paint Your Wagon"  
 Aug. 31 . . . . Ronnie Milsap  
 Sept. 1 . . . . Roger Miller  
 Sept. 2 . . . . Mel Tillis  
 Sept. 3 . . . . Lacy J. Dalton  
 Sept. 4 . . . . State Fair Musical -  
                   "Paint Your Wagon"  
 Sept. 5 . . . . State Championship  
                   Loggers' Show  
 Sept. 5 . . . . State Fair Musical -  
                   "Paint Your Wagon"  
 Sept. 6 . . . . State Championship  
                   Loggers' Show  
 Sept. 6 . . . . Ms. California Golden Bear  
 Sept. 6 . . . . State Fair Musical -  
                   "Paint Your Wagon"

\*Included in your discount ticket price.

**SITE 1A. (Continued from page 2)**

graced with planter boxes filled with trees, shrubs, and flowers. The atrium, essential to the building design, serves as a reception area, a preheater and cooler for building ventilation, a light source, and a dining, assembly and resting place.

The building receives natural sunlight through skylights in the roof structure and from both exterior and interior windows. The bright colors, the brick work and natural foliage demonstrate the sensitivity of the designers to "integrate human needs, energy, environment and economic concerns into new forms."

The building was designed to specifically respond to the weather conditions found in Sacramento. Cooling is achieved, explained Glenn Hezmalhalch, the project architect, through a principle called night venting. Relying on Sacramento's usually cool nights, the fans blow warm air out of the building and draw cool air in at night. In the winter, air passed over water heated by steam from the central plant is used to warm the perimeter of the building.

The philosophy behind this new building in addition to energy efficiency is to integrate both commercial and residential uses into a harmonious and complimentary coexistence in the downtown core area. By creating a mixed-use environment of both residential and commercial structures, the downtown area can create a housing/jobs balance, shorten commutes and save energy.

The Office of the State Architect is to be commended for its outstanding and innovative efforts in this field. We look forward to the openings of Site 1B, 1C and 3, all of which will incorporate this philosophy of energy efficiency, mixed-use development, and neighborhood involvement.

**WOMEN . . .***(Continued from page 4)*

in female occupations where wages have been lower than male occupations.

The average woman in state service earns \$.69 for every \$1.00 earned by a man in state service. One of the most important reasons for this discrepancy is that men and women for the most part do different kinds of work, and the kinds of work women do consistently pay less. Eighty percent of working women are concentrated in clerical, service, and unskilled industrial occupations.

Assemblyman Bill Lockyer has introduced AB 129 that would require the State of California to establish a policy for setting state salaries for female-dominated jobs on the basis of comparability of the value of the work.

Another Assembly Bill, AB 1547, introduced by Assemblyman John Vasconcellos, addresses the need to provide rape prevention training program for state employees. This bill is currently pending.

I am working with Thor Barrows of our Training Office to develop a program on career development counseling. This program would be provided initially to the training coordinators of each division. With this training, we will be able to provide better career development counseling services to our employees.

Another project I am working on is the organization of a Women's Advisory Committee. This committee would be a representative group of the department's women. The purpose of the advisory committee would be to address the needs of women in the department concerning such issues as: upward mobility, training, affirmative action, support network, and child care. The committee would plan general meetings for attendance by all interested employees. These meetings would focus on specific topics determined to be of concern to women in the department. You will be seeing and hearing more about this over the next few months.

**Hands Off This CAR!**

Chief William B. Skelton of the California State Police Division has announced his support for the H.O.T. car program available to state employees in cooperation with KCRA-T.V., Sacramento.

H.O.T. car means Hands Off This Car! It is a comprehensive anti-theft system which works. A car equipped with H.O.T. car devices takes more time to steal than most thieves will risk. If a H.O.T. car should be stolen, the program is designed to help get it back.

Nationwide, car thefts increased by 4% in 1980. According to the National Auto Theft Bureau, one in every 45 cars nationwide, is stolen. However, in the

Sacramento Valley area, only one in 1,800 registered H.O.T. cars was reported missing.

It is easy to join H.O.T. car. Applications are available at the State garage in Sacramento, KCRA-T.V., and the State Police.

The program is free and besides Chief Skelton, the program has been endorsed by the National Education Association, U.S. Conference of Mayors, Local Law Enforcement Agencies, and the National Auto Theft Bureau.

For more information, contact the Prevention Unit at (916) 322-3337.

State of California  
 State and Consumer Services Agency  
**DEPARTMENT OF GENERAL SERVICES**

EDMUND G. BROWN JR., Governor  
 DAVID E. JANSSEN, Director

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