



GENERAL
SERVICES



OUTLOOK



BEST WISHES FOR A

Happy Holiday Season

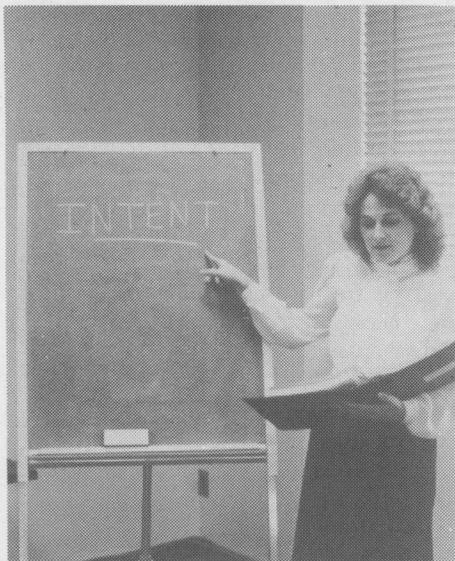
AND THE NEW YEAR

November—December 1982

Meet the Labor Relations Office

As a result of the passage of the State Employer-Employee Relations Act (SEERA) in 1978, the process of collective bargaining became a part of State governmental practices. The Public Employee Relations Board (PERB) assigned State employees by classification to twenty various bargaining units. Elections were held and exclusive representatives (unions) were chosen by the employees. In the Department of General Services we have employees represented by five different union organizations in eleven of the twenty State bargaining units. The eleven bargaining units are as follows:

- 1) Unit # 1 — Administrative, Fiscal and Staff Services
- 2) Unit #2 — Attorney and Hearing Officer
- 3) Unit #4 — Office and Allied
- 4) #7 — Protective Services and Public Safety
- 5) Unit #9 — Professional Engineers
- 6) Unit #10 — Professional Scientific
- 7) Unit #11 — Engineer & Scientific Technician
- 8) Unit #12 — Crafts and Maintenance
- 9) Unit #13 — Stationary Engineers
- 10) Unit #14 — Printing Trades
- 11) Unit #15 — Custodial Services



Janis Reich explains the importance of the word "intent" to labor contract interpretation.

In response to the passage of SEERA, the Labor Relations Office was created in June of 1978 in the Department of General Services. Les Wickey was named Labor Relations Officer. Since 1978, three additional employees have joined the Labor Relations Office, Janis Reich, a Labor Relations Specialist, formerly in Personnel at the State Printing Plant; Richard Godegast, on a training and development assignment from the Board of Control; and Chris Castro, who recently transferred from the Administrative Services Division.

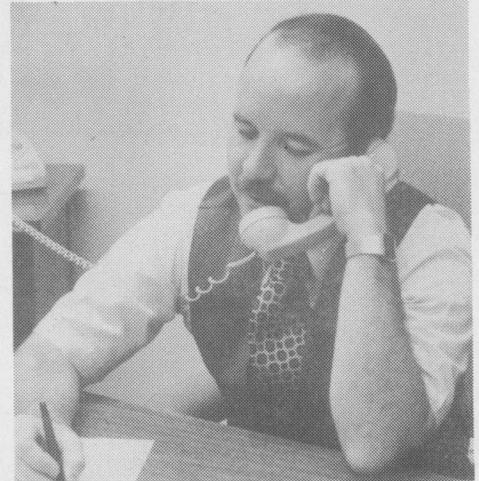
The Labor Relations Office has responsibilities in three main areas:

- 1) Representing General Services in negotiations/bargaining.
- 2) Providing counsel to management on labor relations issues.
- 3) Representing the department in grievances, arbitration, and unfair labor practice cases.



Richard Godegast reviews one of the labor agreements.

This year was an extremely busy year for the Labor Relations staff since it was the first year that actual negotiations took place with the various employee organizations. The majority of this year's contracts negotiated with the eleven bargaining units that affect General Services employees are two-year agreements with some subject areas, like wages, health and dental benefits, etc., subject to re-opening negotiations on a yearly basis. This year's contracts resulted in some major changes in such areas as grievance procedures, holidays, per diem and travel expenses, leaves of absences and others.



Les Wickey, Labor Relations Officer, answers a question regarding labor relations management.

Since July, with the major negotiations being concluded for this fiscal year, the Labor Relations staff has been training the approximately five hundred management personnel in the department on how to interpret and administer the negotiated contracts. The goal of the training is to provide management employees with a clear and consistent understanding of the pertinent contracts so that they will be administered fairly and uniformly throughout the department. Les Wickey, Labor Relations Officer, stated, "...collective bargaining begins a new era for State government. It brings with it new challenges and new obligations for management, unions, and employees." Les feels that good labor relations depends on building a strong, informed, management team, and a good working relationship with the unions.



The newest member of the Labor Relations Team, Chris Castro, support staff.

Legislative Update

Two-year Legislative Session is over

The two-year legislative session, which convened on December 1, 1980 and recessed on August 31, 1982, resulted in the introduction of 5,910 bills. Of the 5,910 bills introduced, 2,730 became law and 3,180 failed passage or were vetoed.

During that two-year period, the Legislature was in session for a total of 257 days.

According to Jim Knibb, DGS Legislative Coordinator, our department analyzed approximately 10% of all the bills which were introduced during 1982, the 2nd year of the two-year session. Of the bills that we supported, 2/3 became law and of the bills we opposed, 80% failed or were amended to meet our concerns. This year was a particularly heavy one for our department as compared to other years because of the increased number of bills we followed.

Among the many bills which were chaptered and became law this session, several will impact our department. It would be impossible however, to list them all here, so listed below is only a cross section of some of the more nonroutine bills which have department-wide interest. Our department recommended that all of these bills be signed into law by the Governor. They become effective January 1, 1983 unless they contain an urgency clause. In that case they became law the day they were signed by the Governor.

1) **AB 3335, Chapter 1207** (Moorhead) — **Contracts for State Services.** Creates a detailed statutory process for the making, monitoring and evaluation of service contracts by the State. The notable feature of this bill is the institution of a single control agency review of contracts; that agency being the Department of General Services. This department will be the sole responsible agency for review of service contracts with guidance from the Department of Finance and the State Personnel Board. The current process of multiple review is essentially eliminated.

2) **AB 1398, Chapter 1208** (Presley) — **State Consulting Service Contracts.** This bill is similar to AB 3335. It also establishes a detailed statutory method for the approval, evaluation, audit, public notice and modification of contracts for consulting services. This bill also gives sole approval responsibility to the Department of General Services.

3) **AB 701, Chapter 1523** (Dills) — **State Building Energy Conservation.** Amends the State Public Works Board Act and the State Building Construction Act of 1955 by providing authority to the Public Works Board to use a range of financing options for energy savings measures. The financing options include, but are not limited to, private leasing arrangements and revenue bonds. The private sector will be allowed to participate in the development of energy conservation projects through lease purchase arrangements of facilities and equipment, conservation, maintenance and service contracts.

4) **AB 774, Chapter 1590** (Alatorre) — **Small Business Preference.** Addresses four areas related to the small business preference program: 1) extends the application of the small business preference program to all other State agencies (it has been limited in the past to General Services), 2) requires that goals be set for small business participation in State procurement and construction contracts, 3) places a "cap" of \$50,000 on the 5% small business preference on any one bid, and 4) provides for a due process hearing in the case of a bidder wrongfully securing a State contract.

5) **AB 3107, Chapter 565** (Waters) — **Small Business.** Centralizes the responsibility for certifying and determining the eligibility of small businesses within the Department of General Services. Centralization and standardization of the process of identifying small businesses benefits the small business community by making it a one-step process which enables small business to participate in any of the State small business programs.

6) **AB 3327, Chapter 788** (Cortese) — **Delegated Purchases.** Requires the department to establish a purchasing delegation program for State agencies which specifies the types of purchases a State agency may make under this delegated authority. This bill sets the basic delegation level at \$800 effective 1/1/83 and requires that this level be adjusted each July 1st to reflect, at a minimum, the percentage change in the California Consumer Price Index, from April 1 of the prior year to April 1 of the current year.

7) **AB 3380, Chapter 1405** (Alatorre) — **Public Official Threats.** Makes it a crime to threaten to inflict any unlawful injury upon the person or property of any constitutional, legislative, executive, or judicial officer. It also requires that any law enforcement agency receiving information concerning a threat against an officer must report that information to the State Police.

The CSP provides for the physical security of constitutional officers and legislative officers of the State. Traditionally, the CSP also provides security services for executive and judicial officers as well. Since it provides protective services to these individuals, it is essential that all threats to these people be known to the CSP.

8) **AB 1948, Chapter 808** (Robbins) — **Public Works Board and Capital Outlay.** Streamlines the procedural review of public works projects by the Public Works Board and other control agencies. It requires the PWB to meet at least twice each month unless project workload warrants meeting less frequently. It exempts equipment, preliminary surveys, studies, planning or preliminary planning phases from Board approval and we estimate that for large construction projects, five months of implementation time could be saved from this streamlined procedure.

9) **AB 676, Chapter 826** (Keley) — **Gold Medallions.** Requires the department to provide for the issuance of a series of gold com-

(Cont'd. on page 7)

Seventh Annual Food Drive

On Friday, November 5th, the Department held the 7th annual kickoff meeting for the State Employees Holiday Food Drive in the Governor's Council Room. B.T. Collins, Alice Lytle and David Janssen presented an award to Jim Nelson, founder and present director of Operation Santa Claus. For the past six years (and again this year) Operation Santa Claus will allow us to store the food collected during the drive in the Operation Santa Claus warehouse prior to its distribution. As a token of our appreciation to the service provided by Jim Nelson, he was presented a Certificate of Appreciation signed by Governor Edmund G. Brown Jr.

During last year's drive, State employees in the Sacramento area donated over 50,000 lbs. of food. The food donated was distributed to five local agencies that provide the following community services:

1) Operation Santa Claus was founded in 1948 by its present director Jim Nelson, when two military families due to illness and other personal tragedies needed assistance during the holiday season. It has now grown to the point where it is able to supply 6,000 families each holiday season with enough food to

feed a family of four for three days.

(2) St. Vincent de Paul Society hosts a holiday dinner for street people in the Sacramento downtown area.

3) East Center fills and distributes Christmas boxes to needy Black families.

4) Apostolado Hispano helps the

needy in the Spanish-speaking community.

5) Food Locker Coalition also distributes food to needy individuals and families in the Sacramento area.

Due to funding problems, the East Center no longer is operating in the Sacramento community, so this year a new agency has been added to our drive — the Women's Civic Improvement Center/Club, Inc. which serves the Oak Park area. This organization sponsors a holiday food basket program as well as other worthwhile community services throughout the year.

According to the recipient agencies, the need this year is greater than ever before. Operation Santa Claus estimates that although they will help 6,500 needy families this season, they may be forced to turn down requests from an additional 1,000 families. Food Locker Coalition has been out of food for three months, but the number of requests for food continues to grow. The other recipient agencies express the same sentiments. The need is greater this year, but overall donations are down.

At the kickoff meeting, attended by all agency food drive coordinators, B.T. Collins asked for the continued generosity of State employees. "At a



Jim Nelson, Director and Founder, Operation Santa Claus, explains to Myron Curtis, Rose Mary Messier and Stuart Owyang what food items are put into each holiday food basket.



B.T. Collins asks for the continued generosity of State employees at the 7th annual kickoff meeting of the Holiday Food Drive. David Janssen and Alice Lytle listen to his plea.

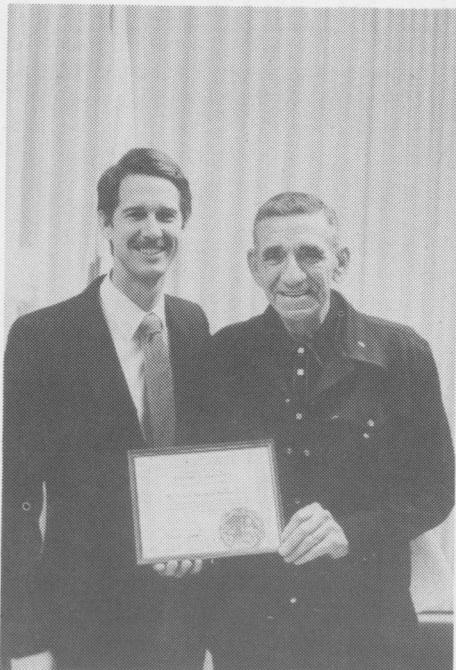
time when over 11 million people are out of work and as we are approaching our national holiday of Thanksgiving, I hope that all of us in State government can find it in our hearts and pocketbooks to support this drive to a far greater extent than we have before, in order that we can bring some measure of happiness to those families that are not as fortunate as our own."

This year's 17-day drive will run through December 8, 1982. Pick up will start on December 9th and end on December 13th. The food then must be sorted and delivered. That will take place on Wednesday, December 15, 1982 at the Operation Santa Claus warehouse.

MYRON CURTIS, Communications Division, is again this year's statewide coordinator. STUART OWYANG, PACE Division is co-chairperson and ROSE MARY MESSIER is the DGS coordinator. The official food drive office is located on the fourth floor of OB #1 and if you have any questions about the drive or if you want to volunteer to sort food on December 15, give them a call at 324-4151.

This year's goal for DGS employees is three lbs. per person (or approximately three cans). If each person meets the goal, DGS employees would contribute six tons of food to the Sacramento area.

Join in the holiday spirit — "Giving is a good feeling."



Director David Janssen congratulates Jim Nelson, Director, Operation Santa Claus, on his award.



The new State Garage located at 1500 - Tenth St., Sacramento, CA, officially opened on November 8, 1982. The garage contains 702 parking spaces which will be rented to car-pools of three or more persons and/or handicapped employees. The rental fee is \$23 per month and hourly parking at 75¢ per hour is also available.

Our Gift to You

Director David Janssen and his staff cordially invite all employees of the DEPARTMENT OF GENERAL SERVICES to enjoy coffee and cookies with them on TUESDAY, DECEMBER 14, 1982 ROOM 572 OFFICE BUILDING ONE

Please come at your convenience between the hours of 9 AM - 11:30 AM or 2 PM - 4:30 PM WE HOPE TO SEE YOUR THERE!

OPEN HOUSE - 1982

CHRISTMAS GREETINGS

Lisa

Department of General Services' Women's Program

by Olive Johnson

It is the policy of the Department of General Services to ensure equal employment opportunities and work toward the achievement of labor force parity for women in all employment levels within the Department. The Women's Program Coordinator, Lynn Catania, is appointed by the Director, and reports to the Director through the EEO Officer.

Some of the objectives of the Department's Women's Program are:

- Provide women employees a channel of communications by which specific problems and unique circumstances can be communicated to the Executive Office.
- Seek and distribute information regarding employment and training opportunities.
- Determine the needs and concerns of women in the Department through personal contacts and group meetings.
- Apprise management of the concerns of women and submit recommendations.
- Assist in developing training programs for women that will assist in the elimination of barriers for advancement.
- Enhance upward mobility options for departmental employees.

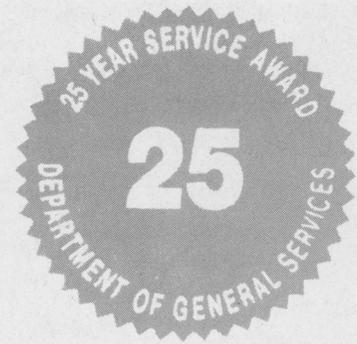
The Department of General Services' Women's Program Advisory Committee will be meeting December 3, 1982 to plan future meetings and events for 1983. Please watch for the Women's Program notices for the coming year and join us.

If you have any questions contact:
Olive Johnson
Equal Employment Opportunity Officer
(916) 322-5990, ATSS 492-5990,
TDD 324-0940

OR

Lynn Catania
Women's Program Coordinator
(916) 323-8031, ATSS 473-8031

Service Awards



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

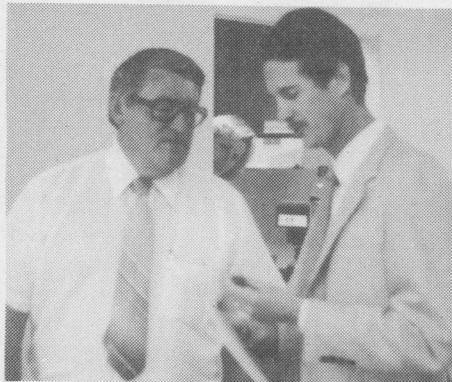
NOVEMBER

- Leo F. Payne Small & Minority Business
- J.V. Clifton Buildings & Grounds
- Donald Westbrook Office of the State Architect
- Lynn M. Edwards Management Services
- Calvin F. Jung Space Management

DECEMBER

- John O. Jackson Buildings & Grounds
- Stephen J. O'Brien Buildings & Grounds
- Lloyd C. Fedorenko Office of Local Assistance

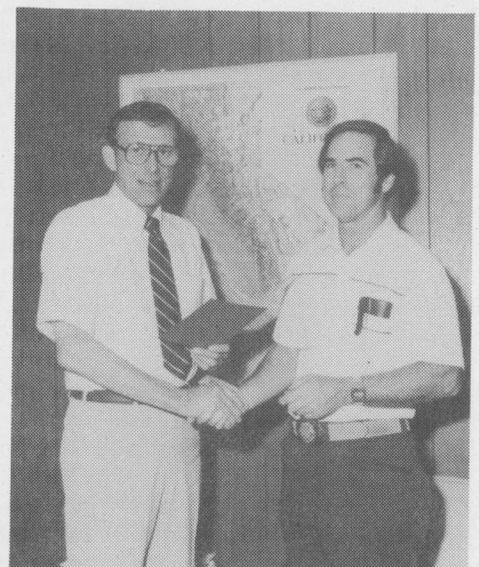
Due to an error on the part of the Editor, **Robert Donner**, Land Agent, Real Estate Services Division, was not listed as a 25-year award recipient in the last issue of *Outlook*. He completed 25 years of service during October 1982 and was presented his award by Director David E. Janssen.



Robert Donner, RES, receives his 25-year award from David Janssen.



Dale Garrett (right) presents a 25-year award to Lynn Edwards, Management Services Division.



Walt Palkman, Senior Telecommunications Technician in Communications Division's Camina Radio Maintenance Shop, receives his 25-year award from Division Chief Mason D. Riegel (left).



Harry Weaver and his wife, Betty, are congratulated by David Janssen on the receipt of his 25-year award.

RETIREMENTS

Floyd G. McKeighen — 8 yrs.	Communication Division
George Schaaf — 29 yrs.	Space Management
Richard A. Mack — 34 yrs.	Space Management
Dorothy Margosan — 15 yrs.	Management Services
Margaret Beek — 30 yrs.	Management Services
C. L. Henderson — 21 yrs.	Buildings & Grounds
F. Petkovich — 20 yrs.	Buildings & Grounds
Loren C. Smith — 14 yrs.	Buildings & Grounds

DGS Employee Is Commended For Heroic Act

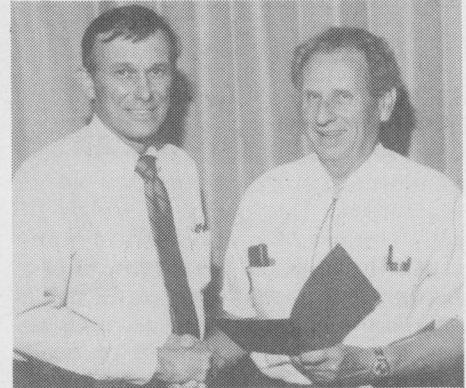
ROLAND W. HUMESTON, a Senior Telecommunications Technician, Communications Division, who works out of the Radio Maintenance Shop in Barstow, CA received a Certificate of Commendation from the California Highway Patrol for outstanding community service. The certificate, signed by Commissioner Craig, reads as follows: "This award is presented in recognition of your actions. You were traveling on I-40 near Barstow when you observed a traffic collision. A Plymouth had run off the roadway into the center divider. You ran to the scene and ascertained that a small boy had been thrown from the vehicle in an unknown direction. You began an immediate search and located the child with his face in the sand. You carefully turned the child over, allowing him to regain his breath which saved the boy's life. You have shown great concern for your fellow man and are commended for your outstanding act." Our congratulations to Mr. Humeston.

Legislative Update

(Cont'd. from page 3)

memorative medallions. The department's responsibilities include: 1) design the medallions, 2) contract for their minting, 3) determine the size and number to be produced, and 4) set up a collection procedure for all minting, handling and royalty fees.

10) **AB 1326, Chapter 327** (Alquist) — **Budget Bill**. This bill, better known as the budget "trailer bill," contained over 240 sections. One of the sections is of particular interest to this department; Section 26. This section requires the department to sell the new Governor's residence (Carmichael, CA) using a sealed bid process on or before 12/31/82. This bill was an urgency measure so it went into effect on June 30, 1982, the day it was signed into law. Real Estate Services Division has appraised the mansion and we officially began accepting bids on October 22, 1982. The bid opening will occur on December 3, 1982 (OUTLOOK went to print before the bid opening).



Howard Parsons (right), Supervising Telecommunications Technician for Communications Division in the Redding area receives his 25-year award from Division Chief Mason D. Riegel.

Women Encouraged

by Brent Korff

Current, as well as past, women employees of the Department of General Services are encouraged to join the Department of General Services' Golf Club (DGSGC). The DGSGC was formed several years ago to foster communication and goodwill between divisions and employees of the department. Beginning in March, 1983, a new schedule of tournaments will be announced. Presently, the men employees have an "A" flight and a "B" flight for its handicapped golfers. The club has had various female golfers participate on an occasional basis, but would like to have a consistent turn out to warrant a "women's" flight.

Contract department handicapper, Eugene Pieracci at 323-8040 for more information.

Celebrating 20 Years

In 1983, the Department of General Services will be celebrating its 20th anniversary. Created by the Legislature in AB 2006, Chapter 1786, Statutes of 1963, the department became independent and separate from the Department of Finance. During the next few issues, OUTLOOK will be looking back over the last 20 years. If you have any interesting stories, pictures, ideas regarding our 20-year history, etc., please contact the Editor at 445-3946 or ATSS 485-3946 or write 915 Capitol Mall, Suite 590, Sacramento, CA 95814.

FEEDBACK

People have a way of becoming what we encourage them to be, not what we "nag" them to be. A thank you for a job well done, an occasional pat on the back, a few words of praise, are some of the greatest motivators around. It's hard to find a worker, whatever his/her position may be, who does not try harder, work better or put forth greater effort under a spirit of approval rather than under a spirit of criticism. The following individuals received that word of thanks, that pat on the back, however, there are numerous other employees who probably have performed just as well who didn't get those few words of praise. That's unfortunate. However, we can all take pride in the thanks received by these employees. Their efforts reflect on all of us.

The SLAMM team, Office of Procurement, recently completed a study reviewing the surplus property's warehousing operations, inventory control and shipping practices in two programs at the Department of Education. The staff at Department of Education wrote "...we would like to acknowledge the cooperation and sincere effort made by the SLAMM team as the study was made and completed. We appreciate the quality of the report. The SLAMM team made a conscientious effort to investigate the issues. The report reflects a realistic and positive analysis."

Bob Harress, Department of Transportation, wrote to express gratitude for the direct intervention of **Austin Eaton, Bob Hoover, Tom Lee, and Beverly Novy**, to resolve a problem they were having with a word processing vendor. "...thank you very much for helping to resolve this problem which would have meant higher costs to the State had the vendor been able to hold out for non-purchase order prevailing rates."

Relocating people after the State has purchased the property on which they were living is rarely an easy and pleasant task. However, this is the job of the Relocation Section, Real Estate Services Division. Recently, **Dave Hulbert**, section senior, received a

complimentary letter from a relocatee who wrote to "thank you for your kind consideration regarding the space lease on my trailer...I appreciate all you have done."

John F. Cleary, Office of Procurement received a memo from the Department of Transportation to commend him on "...the outstanding efforts in helping to expedite the purchase of 160 strain gages for a federally funded research project. ...The efforts are an example of the continuing cooperation and support provided."

The officials of the Department of Health Services wrote to express their appreciation for the efforts of **Chris Burke** "in concluding the procurement for the Medi-Cal Temporary Card on the last day of the fiscal year 1981-82."

William J. McGlone, Jr., President, National Micrographics Association, wrote to David Janssen "...It is with a great deal of pleasure that I write to you about one of your employees. I am referring of course to the immediate past president of our Sacramento Chapter, **Wendell W. Pierce** (Records Management Division). Wendell has done an outstanding job this past year as one of our chapter leaders. I personally feel that the leadership experience gained in this role complements well the investment your organization has in Wendell's career thus far."

State of California
EDMUND G. BROWN JR., *Governor*
State and Consumer Services Agency
ALICE LYTLE, *Secretary*
DEPARTMENT OF GENERAL SERVICES
DAVID E. JANSSEN, *Director*

OUTLOOK

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

Jim Knibb, *Chief*
Mary Anne Riehl-Campos, *Editor*
Staff: Rosemary Wilson
Editorial Assistance: Rita Hauf
Composition, Graphics & Printing
by Office Services Division



100% POST-CONSUMER
RECYCLED PAPER

The California Youth Authority wrote to **John Babich**, Chief of Procurement: "I wish to take this opportunity to bring to your attention the help that **Mr. O.E. Brunet** has given this institution over the past year. I have found Mr. Brunet to be a dutiful person. I have been a state employee for 31 years and I can honestly say that the Office of Procurement has done one fine job."

Shawn Boyd, Office of Procurement, received a letter from the Board of Chiropractic Examiners to thank her "...for being responsive to the request to expedite our order for an office copier. I just wanted you to know what effect your doing your job well had upon our agency and staff."

Thelma Range, Office of Procurement received a letter from the Department of Fair Employment and Housing who now has "a better understanding of procurement contracting" due to Thelma's "prompt response to questions."

Rosemary Wilson, Program Development, received an expression of gratitude from the Office of the Auditor General for her "cooperation in arranging the use of the conference room."

Oceanside Unified School District wrote to **James Demarest**, Office of Procurement, to thank him for his "dynamic presentation during the Cooperative Purchasing session at the 1982 CASBO Conference in San Diego."

The Board of Equalization wrote to the Office of Procurement "...Too often, in state government, we expect and accept assistance and timely actions routinely and forget to say "thanks." During the immediate past fiscal year your staff has responded routinely and, in many cases, by "request" especially during the March through June freeze period, to help us meet our program needs. Without their special efforts on several occasions, cost of State and Board operations would have increased unnecessarily. Therefore, on behalf of our Board and its staff, many "thanks." "