

May Lee Receives 40-Year Award

On September 13, 1984, the Department had a reception to honor May Lee of the Office of Fiscal Services who received her 40-year award. Director Tony Anthony presented her with a charm commemorating her 40-year career and Agency Secretary Shirley Chilton presented her with her certificate. Over 300 past and present co-workers, along with many friends and well-wishers, attended the event. The large turnout was due to May's ability to get along well with her co-workers and the tremendous respect they have for her knowledge of the State's accounting procedures.

May's State career began on June 7, 1943 when she started as a Bookkeeping Machine Operator at the Department of Finance. She worked in the Division of Accounts



May Lee receives her 40-year Certificate from Agency Secretary Shirley Chilton.

and Disbursements which did all of the departmental accounting, budget and personnel work for the



Director Tony Anthony presents May Lee with a charm commemorating her 40 years of State service.

Department of Finance. The division employed 27 people; the department 580. Her salary was \$110.00/month. She transferred to the Department of General Services at its creation in 1963.

She has stayed in the fiscal affairs field throughout her career, working in the areas of budgeting, accounting and auditing and has designed many of the accounting systems and procedures for the Department.

May has made six Merit Award Suggestions that were implemented. She received the Sustained Superior Accomplishment Award in 1980 and was General Services' "Employee of the Year" in 1972.

Over the years, the Department has received numerous letters praising her work and ability.

The State Personnel Board wrote to thank the Department for May's assistance in converting a manual accounting system to a mechanized system and said, "she demonstrated her knowledge of both accounting and data processing. Unfortunately, there are only a few people who have this combination of knowledge."

The Department of Conservation wrote to thank the Department for May's help in closing the 1977-78 financial records. They wrote, "When we asked May for help, she came over several evenings on her own time to lend assistance. She was also sufficiently concerned to telephone on Saturday to offer her help when we were putting the finishing touches on our reports."

The Department of Mental Hygiene wrote, "May's reputation for her knowledge of State accounting goes beyond General Services. Of all the people I have met in state services, May is one of the most knowledgeable in the accounting functions."

In addition, May contributed significantly to the design of two accounting classes offered by DPA's State Training Center and for two years has acted as Auditor for the Department's United Way Campaign.

Congratulations to May Lee for achieving 40 years of State service.



Ken Lane receives a Certificate of Appreciation from Director Tony Anthony.

STATE POLICE OFFICER HONORED

On September 4, 1984, Sergeant Robert Bourke of the California State Police was honored by the Sacramento Elks Lodge as Lawman of the Month. The honor is awarded to those members of law enforcement who display high professional standards and community involvement.

Sergeant Bourke is certainly deserving of this honor. In 1971, he joined the California State Police and served in various assignments and locations. While serving on the protective services detail in 1974, Sergeant Bourke was assigned to then gubernatorial candidate, Houston Flournoy. In 1976, he was promoted to Sergeant and was placed in command of the Los Banos Area office located along the California Aqueduct. During this time, he also served as Chairman of the Merced County Law Enforcement Officials and was a member of Kiwanis. In 1978, he transferred to CSP Headquarters in Sacramento where he served for two years performing administrative duties. In 1980, he was assigned to the Sacramento Office as watch commander for operations. Since January 1984 he has supervised and conducted special investigations at the command level.

Bob, along with his wife and two children, lives in Lincoln and is active in community affairs. He is active in Cub Scout Pack 116 as a den leader and as a coach for Lincoln Little League.

Six Year Old Uses 9-1-1 Emergency Telephone Number to Save Mother

With his mother only seconds away from drowning, Peter Ringen of Los Angeles County, reacted with decisiveness, skill, and courageous calm, and using the 9-1-1 Emergency Telephone Number saved his mother's life.

In a special awards ceremony, local Sheriff Sherman Block presented Peter with a special award and also praised the life-saving value of the 9-1-1 Emergency Telephone Number.

On August 19, 1984, Peter pulled
(Continued on page 12)

KEN LANE, B&G PAINTER HONORED FOR HEROISM

Kenneth Lane, a Painter with the Office of Buildings and Grounds, heroically captured a would-be rapist while working in the State Capitol on August 27, 1984. In appreciation, the Assembly and the Senate each honored him with a Resolution, and Director Tony Anthony presented him with a certificate and letter of appreciation.

Ken was working in the Capitol Building on the first floor when he heard screams and a loud racket and saw a man leaving the women's restroom. The man told Ken that a woman was crazy and that he was going for help. However, the man headed for the exit.

The woman then came out and said the man had tried to rape her. Ken chased the man, caught him at the north doors and pinned his arm behind his back. The assailant was flailing with the other arm and an unidentified passerby helped get him under control. He was taken into custody by the State Police.

The assailant apparently had climbed under the door of one of the stalls and began to beat the woman. He was later charged with attempted rape, sexual battery and assault with a deadly weapon. Ken's quick reactions were directly responsible for the capture of the suspect.

The Director, in commending Ken, wrote him and said:

"It is indeed an honor and a pleasure to acknowledge and commend your actions in apprehending an alleged rapist in the State Capitol on August 27, 1984. Your swift action in an emergency situation, while totally disregarding your own personal safety, is applauded. It is reassuring to know there are persons such as yourself who are willing to get involved in situations such as this."

Ken later said that he "only did what anyone would have done when faced with the same situation".



Assembly Speaker Willie Brown presents Ken Lane with a Resolution commending him for his capture of a would-be rapist in the State Capitol.

Two Merit Award Suggestions Pay Off



The Merit Award Board recently approved two merit award suggestions submitted by General Services employees.

Hector Almanza, Security Guard with the California State Police in San Francisco made the suggestion that emergency equipment, supplies and information be brought up to standard in the Employment Development Department building at 745 Franklin Street in San Francisco. The Employment Development Department agreed, adopted the suggestion as submitted and recommended an

award of \$45 for an improved procedure.

Roland F. Hannah, a Offset Press Operator (now retired) at the Office of State Printing recommended that the punch and die shafts on the five business form printing presses be scribed to make it easier for the press operator to position the punch and die rings. The Office of State Printing adopted the suggestion and reported that it results in savings to the State of \$3,172 annually. Mr. Hannah received a check for \$317.00!

OSP Prepares 1984 General Election Voter's Pamphlet

In late August, the presses began rolling at the Office of State Printing to produce the 1984 Voter's Pamphlet. Over three million pounds of paper, two thousand press hours, and fifteen hundred hours of bindery work were used to complete the job. Many dedicated workers gave up weekends for a period of forty days to keep the equipment running.

Each election, the Office of State Printing produces the Voter's Pamphlet for the Secretary of State. This election, because of the delay caused by the controversy over Proposition 35, the capabilities of the

Printing Plant were put to the test. Don Male, State Printer; Bill Gregori, Production Superintendent; and Mel Savery, Manager of Printing Services, worked with the staff of the Secretary of State, to devise a way to meet the statutory deadline even though the various court reviews caused a three-week delay. However, the real burden fell upon the production superintendents: Bill Marcum of the Composing Room; Harry Lusk, Pressroom; Jack Ryan, Bindery; and Del Bangs, Shipping and Warehouse. Without their able direction, the deadline would not have been met.

DGS Information Center

Do you know where to get information about which microcomputer to buy and how to go about it? Do you know where to get demonstrations on Lotus 1-2-3 and other packages? How about assistance in selecting an appropriate word processing system?

Where? The Information Center, of course!

The Information Center is a new unit within the Office of Management Technology and Planning. The primary function of this unit is to facilitate the use of computers in the Department. The staff of the unit is working to see that the new, small scale microcomputer and word processing technologies are rapidly and effectively implemented in General Services.

The Information Center staff consists of Nancy Baldwin, Manager, and consultants Claire Blazer, Mike Gerrity, Mary Ann Olsen, and Mas Sato. They are located on the third floor of the Crocker Bank, 400 Capitol Mall, and can be reached at 323-2110.

The Information Center staff can help you get started with computing in many ways, including the following:

- Assistance in preparing Needs Analyses or Feasibility Study Reports to justify microcomputer or word processing systems,
- Help in procuring such systems,
- Assistance in selecting appropriate equipment and application software packages to meet the needs of your office,
- Installation and start-up support,
- Demonstrations and comparisons of software packages (such as Lotus 1-2-3, Volkswriter Deluxe word processing, etc.)

The Information Center works closely with the Data Processing Services Section, the EDP Education Program, and the EDP Planning group. If you are not sure who you need to talk to, the Information Center staff can refer you to the appropriate person.

The Information Center is in the process of acquiring several microcomputers to be used for training and seminars on a variety of micro-

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Teamwork Saves State Energy and Money

Teamwork is paying off at the State of California's 18-story "Twin Towers" complex in downtown Sacramento. The electricians from the office of Buildings and Grounds joined forces with members of the California Conservation Corps (C.C.C.) to improve energy efficiency by re-wiring and upgrading lighting systems.

The "Twin Towers" project was unique. It brought professional electrical workers together with C.C.C. volunteers to produce impressive results.

According to Ron Duvall, building manager of the two facilities, the creation of this team required careful study. The work schedules of state electricians and C.C.C. members had to mesh together perfectly. Since this project had to be accomplished during normal business hours, there was

concern that it might disrupt the work environment. This was not the case.

"By clever manipulation of time schedules and the combining of work forces, we were able to accomplish the project without adding staff," said Duvall. He admitted, "We weren't sure how this experiment would work, but it has been very positive for all concerned." Duvall added, "Effective use of human resources made this project possible."

C.C.C. members assigned to the "Twin Towers" project were known as the "Placer Energy Team". They were supervised by Susan Kosek, who explained that the team's first assignment was to thoroughly clean each fluorescent light fixture. (Cleaning alone improved lighting efficiency by 25% according to California Energy Commission calculations.

Without missing a beat, skilled

state electricians, supervised by Ben McCauly, disconnected unused ballasts. With the electricians following directly behind the C.C.C. crew, the dismantling procedure took only five minutes per ballast. Because unused ballasts still consume six watts per fixture when energized, the Office of Building and Grounds estimates it will save enough electricity each year to power the average home for 20 years. The entire project at the "Twin Towers" is expected to save \$20,000 per year. Payback for the project will be achieved in less than two years.

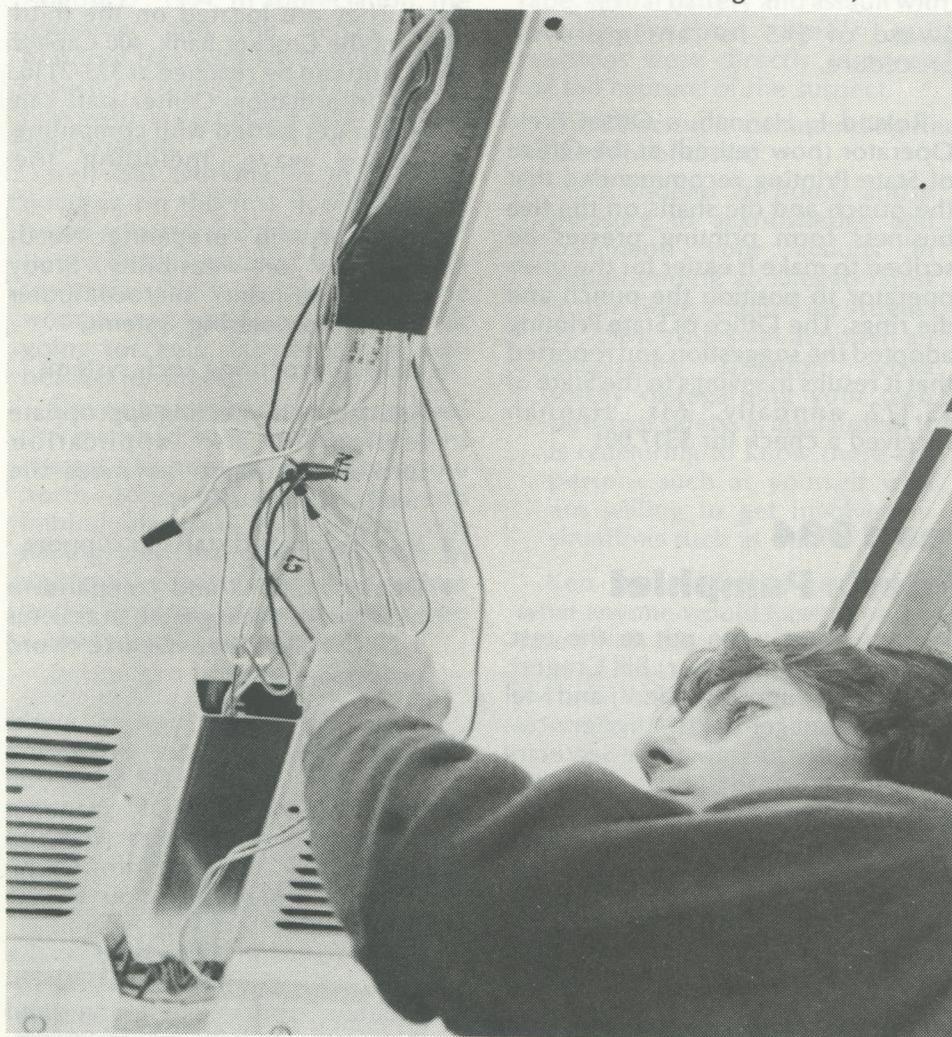
Conserving energy by reducing lighting levels began in 1973. At that time two of the four fluorescent tubes in each fixture were removed. Today, with the joint effort of the C.C.C. members and staff electricians, fluorescent tubes are being eliminated altogether where lighting is unnecessary. Existing 40-watt fluorescent tubes are being replaced with 34-watt energy savers. To provide uniform light distribution, tubes are now being placed toward outside edges of each fixture.

For C.C.C. volunteers, this project afforded an opportunity to educate state employees about their organization and its activities. The Corps' 700 members assist non-profit organizations with a variety of conservation-related tasks. For the last two years, they have been installing solar panels for the shower facilities at many of California's state parks. They have also been installing high efficiency, low-pressure sodium lighting at Hearst Castle.

State electricians and the "Placer Team" will join forces on another re-lamping effort that could save an additional \$20,000 at the "Twin Towers" in the future. This project involves retiring incandescent lamps and replacing them with more efficient units. The new, more compact lamps will last 13 times longer.

The "Twin Towers" experience is only the first step in comprehensive conservation program which will ultimately increase energy efficiency in state buildings throughout Sacramento.

(Note: This article first appeared in the River City Current, a publication of the Sacramento Municipal Utility District. Story and photographs were provided by Jennifer Persike and are reprinted here with permission.



B&G electrician Claudia Cruickshank disconnects unused ballasts and saves six watts per fixture.

SUSTAINED SUPERIOR ACCOMPLISHMENT—A FAMILY TRADITION

Bill Mede, a Warehouse Worker at the Office of Support Services, was just carrying out a family tradition when he received his Sustained Superior Accomplishment Award on June 18. His father, Jerry Jefcoat, received a Sustained Superior Accomplishment Award from Caltrans the prior week. His mother, June Jefcoat, received one from Caltrans in June of 1980.



Bill Mede, right, holds his Sustained Superior Accomplishment Award received on June 18. His father and mother received Sustained Superior Accomplishment Awards from CalTrans.

Double Heroin Arrest by CSP in Oakland

On July 12th Officer Steve Howard was on patrol of the EDD parking lot on 4th Avenue in Oakland when he observed two men acting suspiciously in a parked car. Officer Howard approached the auto unnoticed and observed the two about to inject themselves with what appeared to be heroin. Officer Howard radioed for back-up, but before their arrival, it was necessary to take the two into custody. A subsequent search of the car revealed not only a quantity of heroin but other illicit drugs as well.

On July 16 Officer Howard was once again on patrol of the same location and observed suspicious activities consistent with narcotics use. Officer Howard radioed for a cover unit to respond and subsequently an arrest for possession and use of heroin was made.

State Police Investigators are working with local agencies in the belief these individuals are part of a much sought after narcotics organization.

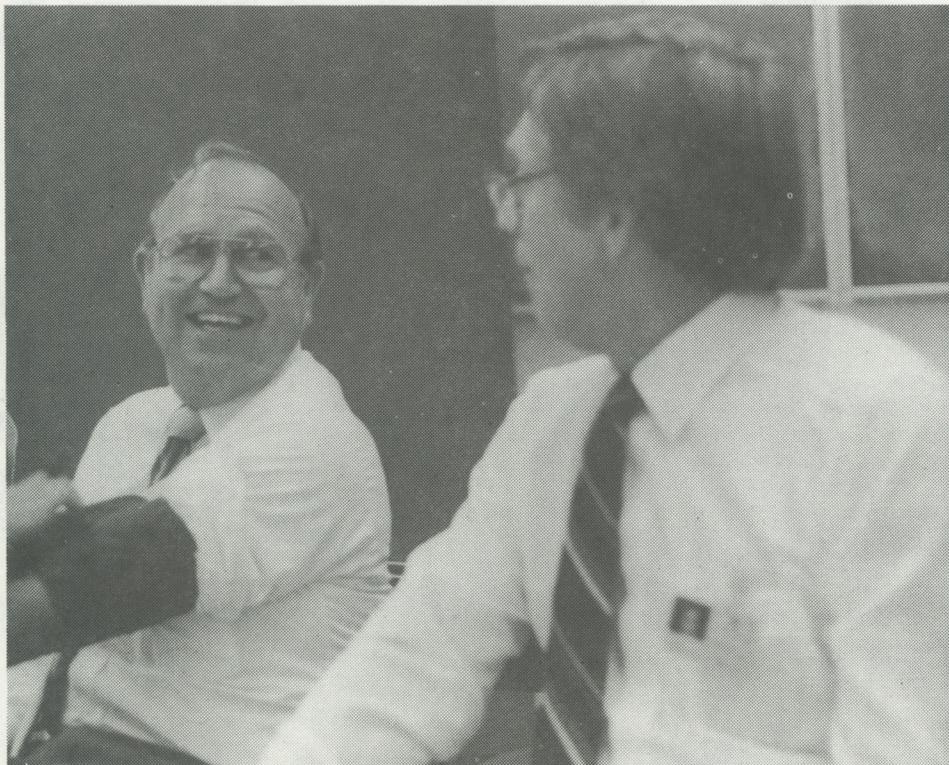
DICK WILLIAMS APPEARS IN "BEST OF BROADWAY"

by Gale Chew

Dick Williams with the Office of Telecommunications has been involved with the theater for the past twenty-six years. Most recently he appeared in "The Best of Broadway", a benefit musical for the Stanford Home for Children in Sacramento. Dick performed in a quartet "Its The Right Time To Be Rich (Doonsbury)" and sang a solo, "September Song (Knickerbocker Holidays)." He has been associated with "The Best of Broadway" since 1976.

The Stanford Home for Children has been in operation for the past 80 years. The home is for teenage boys and girls whom have suffered utmost upsets in their lifetimes. The Stanford Home is a nonsectarian, nonprofit agency governed by a volunteer board, and administered by the Sisters of Social Services. The Stanford Home has expanded beyond its historic site on "N" Street to six additional community-based residences. This

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Deputy Director Fred Gustin (l), and State Printer Don Male joined in the "Celebration of Life" blood drive August 23 at the Office of State Printing. The second annual event, sponsored jointly by OSP and CSEA, raised 39 pints for the Sacramento Medical Foundation Blood Center.

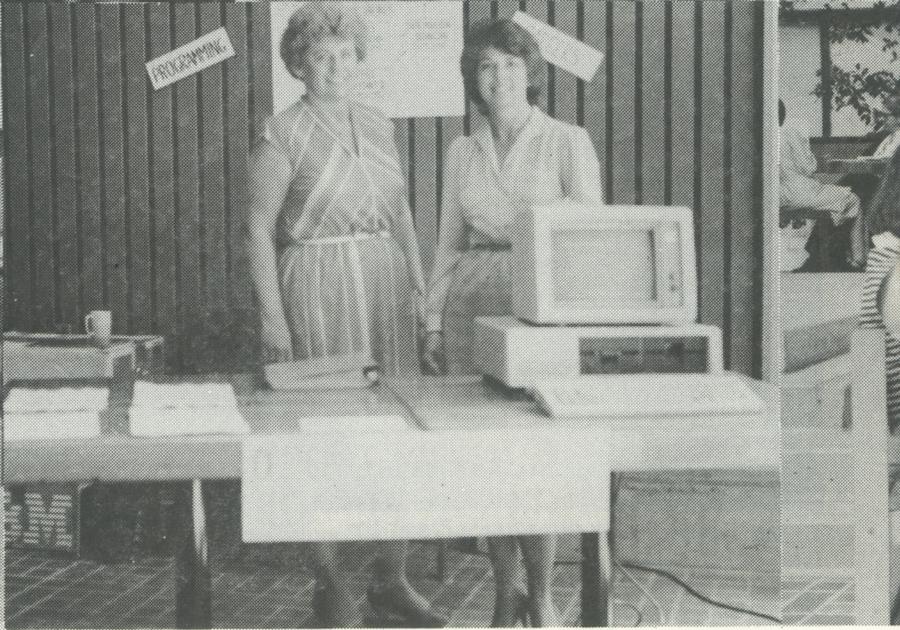
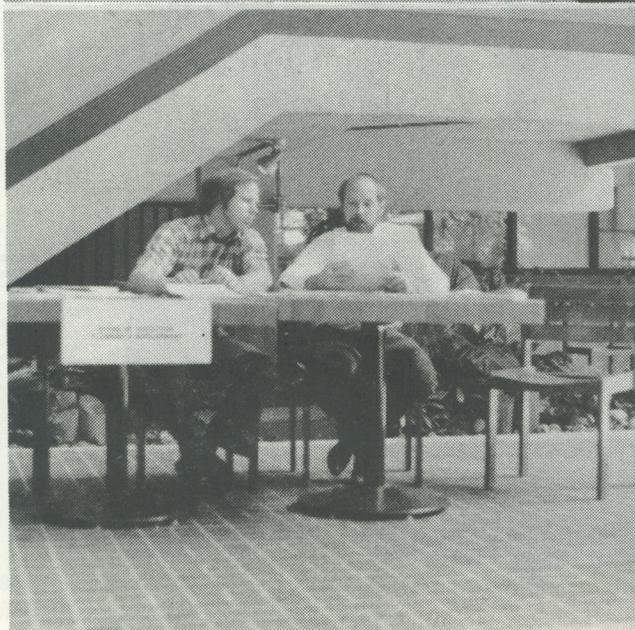
We know
you have
a heart.

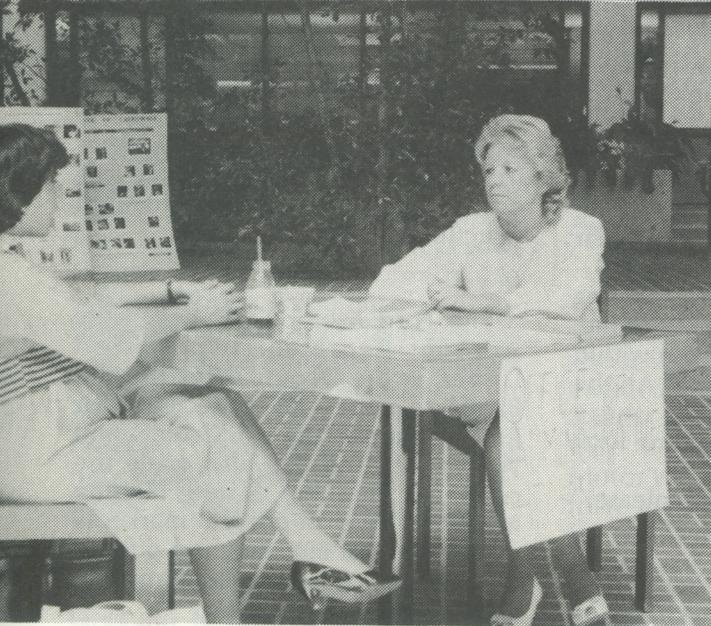
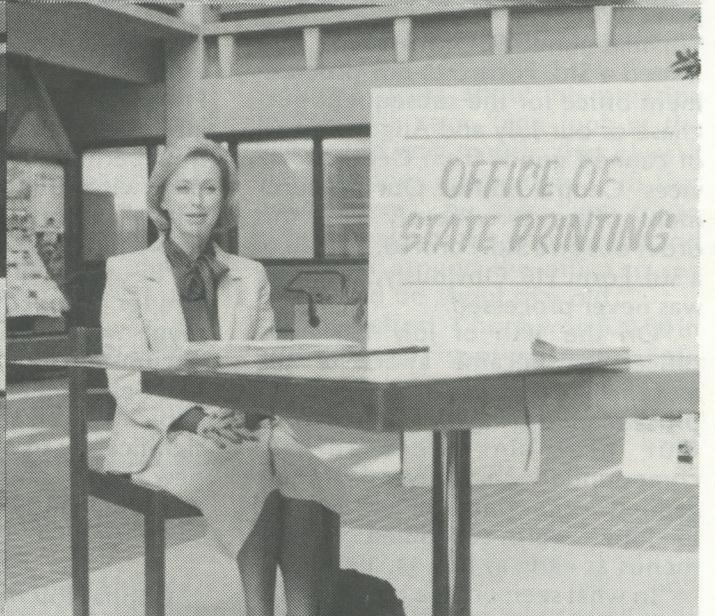
Donate
some
blood.



American
Red Cross

**Second Annual
Career Fair
sponsored by the
Department of
General Services'
Women's Program,
September 21, 1984**





FEEDBACK

The Department of Industrial Relations wrote Mel Gilliard, a Building Manager in Los Angeles to thank him for his assistance in preparing for a seminar presented by the Division of Occupational Safety and Health Administration. Mel arranged for the auditorium and helped borrow projectors from other agencies.

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Theodore Jakes, Food Manager at the California Institute for Men at Chino, wrote Alan Jeffrey at the Office of Procurement to comment on the abilities of Joe Morita. Mr. Jakes wrote:

"In mid June 1984, this office submitted a Std. Form 5 to our procurement office for the subsequent purchase of our July and August supply of canned goods from General Services' Central Stores. Our procurement office erroneously sent this order out on a Std. Form 65, instead of a Std. Form 116. Obviously, the order was never processed.

"On the 10th of July 1984, this office first became aware of the aforementioned error while in the process of tracing our June order. Our problems were further compounded when several of these canned food commodities, ordered in June, were scheduled on our menus as early as July 11, 1984.

"In what seemed like an attempt at futility, we phoned General Services' Lawndale Warehouse, in the faint hope of finding some way to expedite a food order that was never received by them. After initially speaking with Mr. Morita at approximately 11:00 a.m. on the 10th of July, less than three (3) hours had elapsed until our food order was *in our warehouse*.

"In a business where problems between vendor and customer are, more times than not, the rule rather than the exception, it is very rare where one has the distinct pleasure of meeting an individual of Mr. Morita's character. His courtesy, initiative, and take-charge attitude are seldom frequented in this type of business. Again . . . thanks, Mr. Morita."

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Director Tony Anthony received the following letter from Daniel J. McCarthy, Director of Corrections: "I would like to acknowledge the cooperation and assistance provided to the Department of Corrections by Mr. John Babich and his staff in the Office of Procurement. Mr. Babich has been particularly understanding of, and responsive to our needs for flexibility and creative processing in procuring items for new high priority programs and equipment necessary to bring the new prisons on line. His personal commitment of cooperation facilitated the purchase of weapons and equipment for the Special Emergency Response Teams, and long lead items and initial equipment for California State Prison, Solano County. In addition, after the normal fiscal year deadlines, he permitted the purchase of otherwise routine equipment made critical because of the Department's unprecedented growth.

"Because of a willingness to temper procedures and requirements with a realization of the special circumstances and challenges facing the Department of Corrections, Mr. Babich and his staff have contributed significantly to our efforts to activate new prisons and new programs. This consideration is greatly appreciated."

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Donna Ritchie of the Office of Management Technology and Planning's Data Processing Services Section received the following letter from Linda Hennessy at the Office of Procurement:

"This is just a note in appreciation for your staff at DPSS, especially, Donna Corrigan, for all the help during the hectic period of this last fiscal year end.

"On many occasions, Donna submitted rush label requests for me, and was able to get them out within an hour. Now, that's service! All the buyers at Procurement were impressed. Your staff made me look good.

"Thank your staff for me, please."

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Mel Gilliard received a letter from the Highway Patrol thanking him "for

the outstanding job you and your crew did during the 1984 Olympic Games." They added, "During our operational phase of the Olympic Games you coordinated the maintenance and upkeep of our facility in a manner that was extremely efficient yet non-disrupting to those within the facility."

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John D. White, Deputy Director at the Office of Statewide Health Planning and Development, wrote the following to Claire Blazer, Information Systems Analyst, in the Office of Management Technology and Planning:

"This letter is to thank you for the timely completion of the Word Processing/Clerical Study for the Office of Statewide Health Planning and Development. You did an outstanding job and performed a very valuable service for this office. It was clearly demonstrated that you possess unique knowledge and ability through your extensive background and expertise in the Clerical/Word Processing areas. In addition, you have a very special talent of being able to work with strangers in a disarming, friendly manner."

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The Horseman's Benevolent and Protective Association wrote John Puisha at the Office of the State Architect to commend him for the "outstanding job" he did at the Del Mar Racetrack. They added that the Association "received rave reviews from horsemen and stall employees concerning the new physical structure".

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The Ford Motor Company, Fleet Account Representative, Forrest Lusher, wrote Deputy Director John Babich to express his appreciation for Jim Demarest, Tom McCauley and William Shelton. He also made the comment that the State's bidding methods have improved markedly during the last 20 years and offered his congratulations for Procurement's accomplishments.

Alfred Scott, Chairperson, Citizen Review Process Subcommittee for the United Way, wrote Director Tony Anthony thanking him for his support of United Way and for allowing Al Cote of the Office of Management Technology and Planning to serve on the Citizen Review team. Mr. Scott added that the team's work was essential to the success of the program and will go a long way in assuring that United Way dollars are spent wisely.

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Bob Hoover of the Office of Procurement received a letter of thanks from John Healy, Deputy Director at the Employment Development Department (EDD). Bob worked with EDD to extend an ordering period for ordering some software, and Mr. Healy wrote, "Your cooperation and professional attitude in the face of extraordinarily tight time limits was beyond the call of duty . . . My thanks for your help with this problem."

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Burton Oliver, Chief Deputy Director of the Judicial Council of California, wrote Director Tony Anthony expressing his "thanks and appreciation for the fine job" done by the auditors in the Office of Management Technology and Planning. He wrote, "Both Marshall Nelson and Eric Hinge exhibited an extremely high degree of professionalism during the conduct of this audit. They were most helpful to our administrator of accounting who had assumed his new duties a few weeks before the audit."

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Michael McSherry of Records Management's Records Center received a letter of appreciation from Fred Buenrostro, Assistant Executive Officer of the Board of Control. He wrote, "Your competence and cooperation in this affair has made our job significantly easier." Michael assisted the Board of Control in reviewing the Victims of Crimes Program files. The review was necessary to assist the Board in preparing a report to the Legislature.

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Scotty Morris, a vendor supplying tarpaulin to the State, wrote Harley

SEAT BELT POLICY

Director Tony Anthony recently issued Administrative Order 84-8 which reinforces Departmental policy requiring all General Services employees to use safety belts while driving on State business. The drivers and passengers in any vehicle, including privately-owned vehicles used in the conduct of State business, must wear safety belts.

The Director's action in signing the Administrative Order was in direct response to an Executive Order recently issued by Governor Deukmejian on the same subject.

It is interesting to note that each year approximately 170 State employees are injured while driving on State business. Every week about 900 people in this country are killed in motor vehicle accidents. Every day, almost 10,000 others are injured on our streets and highways. Human tragedy resulting from motor vehicle accidents has become a major problem.

Next time you drive, whether on state or personal business, please take a moment to buckle up. Remember, the seat belt is an effective system to help protect you, and it's already part of your car. Why not think of it as your "Life Belt" and use it.

Raymond at the Office of Procurement to comment on the work of Estelle Saia. He wrote:

"I had the occasion to talk with Ms. Saia today and had to bring to your attention her excellent attitude and willingness to assist me. Too many people complain unnecessarily and seldom do people take the time to praise someone where credit is due. Ms. Saia is a credit to the State of California and I hope this letter will become a part of her employment file."

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The Department of Motor Vehicles wrote Mel Gilliard, Office of Buildings and Grounds to thank him for sending a crew of workers on a weekend to help with a furniture conversion. Motor Vehicles wrote, "We are grateful to Alvin Myrick and his employees for their cooperation under adverse working conditions and for their willingness to work beyond their regular work schedules."

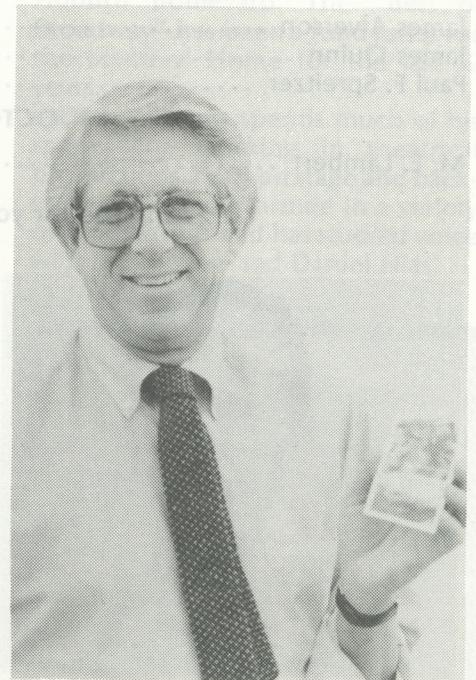
SPACE MANAGEMENT HOLDS BABY PICTURE CONTEST

In an effort to raise money for their Christmas Party, the Office of Space Management held a Baby Picture Contest. Staff members were invited to bring pictures of themselves as babies and turn them over to the contest coordinator. The coordinator posted them on the bulletin board and for \$1.00 per guess, Space Management staff tried to guess the identity of each person in the photographs. The contest coordinator was the only one who knew the true identity of the people in all the photographs.

The winner was Chuck Clark in the Major Projects Section who correctly identified 32 of the 33 photographs. The next runner up was able to identify only 27.

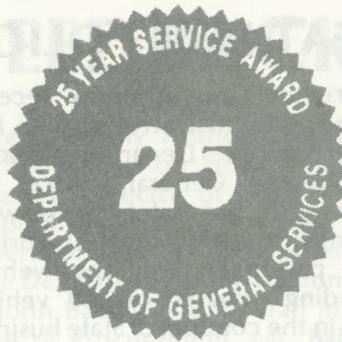
When asked about his amazing feat, Chuck says, "you look at the eyes, nose and mouth, that gives it away almost every time." If that doesn't work, he says, "you try to guess the age of the photograph and then look around the office to see who could be about that old."

For his effort, Chuck won \$20.00 in prize money. The office made a little money to go toward the Christmas party and everyone agrees it was a lot of fun looking at all those baby pictures.



Chuck Clark, winner of Space Management's Baby Picture contest holds his own entry into the contest.

Service Awards



SEPTEMBER 1984

- Lawrence A. Mertens Telecommunications
- Joseph Reed Buildings & Grounds
- Ardelia M. Whiteside Buildings & Grounds

OCTOBER 1984

- Samuel Foster Buildings & Grounds
- Joseph Pickens Buildings & Grounds
- Mark H. Gray Buildings & Grounds
- Eugene J. Blunt State Architect
- Arnold A. Triglia State Architect
- Walter C. Lockhart Telecommunications

RETIREMENTS

The following people have recently retired . . .

AUGUST

- John Staton State Architect
- William Snyder Buildings and Grounds
- Judge C. McClain Buildings and Grounds
- Arthur Peiffer Buildings and Grounds
- Raymond Bickert Buildings and Grounds

SEPTEMBER

- James Alverson Support Services
- James Quinn Space Management
- Paul F. Spreitzer Support Services

OCTOBER

- M. E. Lambert Buildings and Grounds

Thank you for your years of service.



Director Tony Anthony (left) presents a 25-year award to Stim Suzuki.



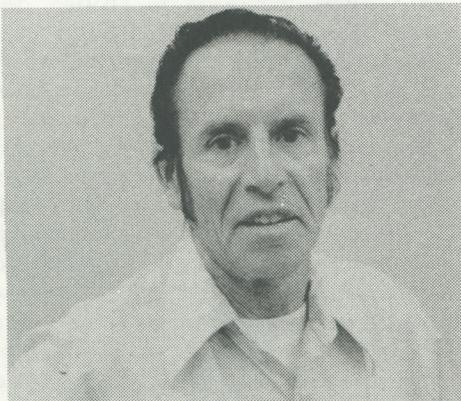
Donald M. Morrow received his 25-year award in August 1984.



Lane Richmond, Board of Control Executive Officer, congratulates Betty Mascorcelli on her retirement.

Office of Support Services' Paul Spreitzer Retires

A luncheon was held on October 4, 1984 at the Pheasant Club for Paul Spreitzer who retired on September 28, 1984. He was a Machine Supervisor I in Support Services Reprographics and had been with General Services for eleven and one-half years. Paul and his wife, Gladys, will be spending some of their time at Dillons Beach where they have a trailer.



Everett Jones received his 25-year award from Director Tony Anthony in August 1984.



Donald R. Gerhardt (right), receives his 25-year award from Director Tony Anthony.

William Snyder

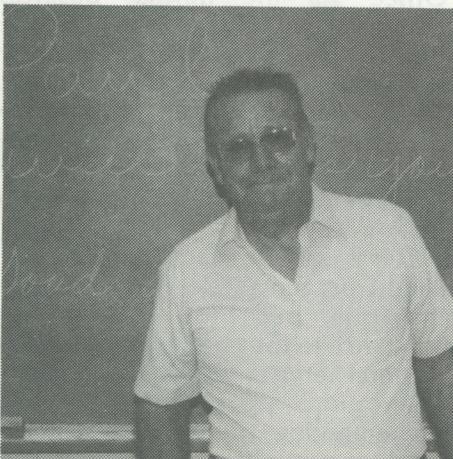
William Snyder, a truck driver with the Office of Buildings and Grounds, retired from state service on August 24, 1984. He had been assigned to the Capitol Park Service Area. William had worked for the State for 16 years, all of which were with the Department of General Services.

John Staton

On August 3, 1984, John E. Staton retired after more than 33 years working for the State of California. John was a Senior Consultant in the Office of the State Architect's Consultant Services Section.

John began his state career with the State Division of Architecture, Department of Public Works in Sacramento. After five years he transferred to the Los Angeles Branch Office and returned to Sacramento 11 years later. By that time, the Division of Architecture was part of the Department of General Services and had been renamed the Office of Architecture and Construction (OAC). During OAC layoffs in 1971, John transferred to Caltrans where he worked for 7½ years and was instrumental in getting their Architectural Unit established.

When he returned to the Office of the State Architect (new name), he became the Project Architect for the School for the Blind and the School for the Deaf in Fremont, California. After completion of those projects, he served as a Project Architect on the rehabilitation of Sonoma State Hospital. He also spent two months in 1982 and four months in 1983 on disaster work stationed in Marin County.



Paul Spreitzer

Michael Garland Co-Authors Energy Book

Michael M. Garland, Chief, Office of Energy Assessments along with two others has written a book on remodeling your home for low-cost energy efficiency. The book, "The Home Energy Decision Book" was

published by Sierra Club Books and is available at local bookstores for \$9.95.

Energy costs are soaring and the price of a new home has gone through the roof. These factors, combined with tax incentives and ready financing for remodeling older homes have created an unprecedented boom in retrofitting for energy efficiency.

Garland's book helps make sense out of the bewildering array of alternatives available to homeowners, from major reconstruction (such as installing solar energy equipment) to inexpensive efforts (energy efficient window shades). It includes a full range of choices, including insulating and weatherstripping, choosing furnaces and boilers, refurbishing to increase the resale value of the house and even how to do your own energy audit.

If you are unable to locate the book in your local bookstore, write Sierra Club Books, P.O. Box 3886 Rincon Annex, San Francisco, CA 94119 for a free catalog.

OFFICER HARDER HONORED

by Anne Garbeff

California State Police Officer John Irwin Harder of the Redding Field Office was honored in Sacramento for his role in apprehending an armed and dangerous suspect in Redding. On August 29, 1984, the Carmichael Elks Lodge, in cooperation with the Northern California Peace Officers Association presented Harder and several other Northern California peace officers the "Lawman of the Year" award for exceptional professionalism, performance and character in the field of law enforcement. Earlier in the day, Harder received the "Chief's Commendation for Valor" from the California State Police.

Officer Harder received his awards for assisting the Redding Police Department on the night of June 12, 1984, in the apprehension of an armed and dangerous suspect who had fired at officers responding to a domestic call. As the suspect was fleeing from his residence, Officer Harder joined the pursuit as the suspect was being surrounded. Harder was able to maneuver close enough to order the suspect to surrender. The suspect complied by throwing down his rifle, ending the threat of possible harm to the other peace officers engaged in the pursuit.

Best of Broadway....

(Continued from page 5)

fall, construction will begin on eight acres of land on Winding Way near Auburn Boulevard. The "Best of Broadway" has been a fund raiser for the Stanford Home for the last 12 years.

Dick Williams spends much of his spare time working in theatrical productions, both on stage and backstage. He has performed in a variety of productions and has studied voice with Dr. Kinnee and Daniel Elias.

DGS Info Center...

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related topics. Some of the planned half- and full-day sessions are:

- The "Very Basics" of Microcomputers,
 - Management Briefings,
 - Word Processing on Microcomputers — pros and cons,
 - Confidentiality and Security Issues.
- Read the next Outlook for class announcements and training dates.

State of California
 GEORGE DEUKMEJIAN, Governor
 State and Consumer Services Agency
 SHIRLEY R. CHILTON, Secretary
DEPARTMENT OF GENERAL SERVICES
 William J. "Tony" Anthony, Director

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WRITTEN TEST TIPS

by O. J. Findleton

To get ahead in state service one must eventually take a civil service exam. In the last issue we discussed the oral examination. This issue we will focus on the written examination. Not all exams have a written portion. To find out for your particular exam read the "Examination Information" section of the exam announcement. If there is a written portion, the announcement will tell you the "scope," topics or knowledges tested, and if the written exam is pass/fail or weighted with your interview score to determine your final score.

PREPARE AHEAD OF TIME

- A. Understand the job
 1. Obtain a copy of the exam announcement and the classification specification sheet (available from the State Personnel Board.) Study both.
 2. Understand the duties, functions and responsibilities of the classification.
 3. If possible, speak to someone who is in the classification.
- B. Identify your weak areas and attempt to improve them by:
 1. Enrolling in an adult education or college course.

2. In-house training (if you are already employed by the Department).
3. Obtaining study material for home use from
 - a. Self-study books found in retail bookstores.
 - b. Library books (college, city, and county libraries).
 - c. Text books purchased from college book stores.
 - d. Job reference books, manuals, laws, policies, reports.

THE DAY OF THE TEST

- A. Arrive early — allow enough time for parking, unexpected delays or heavy traffic.
- B. Attend the examination well rested and confident.
- C. Wear a watch as most examinations are timed. If you do not have a watch, station yourself so that you can see the wall clock.
- D. Try not to be distracted by environmental factors such as poor lighting, ventilation, heating, or cooling (you may need to bring a sweater).

THE TEST

- A. Read carefully, work quickly, and follow instructions.
- B. Answer all questions. All examinations are scored according to the number of correct answers. If you are not finished within three to five minutes before time is called, select one alpha (letter) to answer those remaining questions. A certain percentage are bound to be correct.
- C. Avoid changing your answers. Generally your first impression is the correct one.
- D. Beware of absolutes: all, always, never, no, every, must, completely, entirely, absolutely, under all circumstances, at all times, and under no condition (these key words usually indicate a "NO" answer).
- E. Follow these five steps when interpreting paragraphs:
 1. Read the entire paragraph quickly to get the general direction and main idea.
 2. Read each question. (Avoid looking for choices of possible answers.)
 3. Reread the selection, concentrating on the parts which seem to be related to the questions.
 4. Answer one question at a time, eliminating those answers that

seem ridiculous, false, irrelevant, or impossible. Two or three possibilities will remain.

5. Reread if necessary, only the part of the selection that applies to the questions, and decide on the correct choice based on these considerations.

- a. A choice must be based on fact actually given or definitely understood. Some questions require making a judgment — and this judgment must be based on the facts given.
 - b. In questions involving the central thought of the passage, the choice must reflect the entire thought — not too narrow and not too general.
 - c. Some choices have trick expressions or catch-words that sometimes destroy the validity of a seemingly acceptable answer.
- F. Graph success:
1. Spend about one minute to understand the graph and to get a good grasp of what it signifies or stresses.
 2. Read the first question without looking at the answer. Determine exactly what is being asked.
 3. Inspect the graph and decide on an answer before you look at the choices. If not, review the graph.

9-1-1

(Continued from page 3)

his mother's partially paralyzed body to the steps of the family pool and then called the telephone operator who connected him with the Sheriff's Office via the normal business number. When he reached the deputy sheriff personnel, they learned he did not know his address. They carefully told him to hang up and dial 9-1-1. When Peter did this, his home address appeared on a display unit at the station and help was on its way.

This is just one example of how the 9-1-1 Emergency Telephone Number Program provides life saving assistance to the people of California. General Services' Office of Telecommunications plays a vital role in implementing the 9-1-1 system in local communities throughout the State.

Happy Thanksgiving

