

May — June 1987

Sustained Superior Performance



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1987 Sustained Superior Accomplishment Awards

On Tuesday, June 2, 1987, W. J. Anthony, Director, Department of General Services and Shirley Chilton, Secretary, State and Consumer Services Agency, presented a certificate and check for \$250 to this year's *Sustained Superior Accomplishment Award* recipients. The annual ceremony was held in the Leonard Carter Conference Room, located at 915 Capitol Mall, Sacramento, California. The Executive Staff, Office Chiefs, Supervisors and family members were present to honor the awardees.

This year 42 candidates were nominated for the award but according to Merit Award Board Rules and Regulations this Department is limited to 21 awards each year. A Departmental Review Committee consisting of Office Chiefs met to select the 21 finalists. Meet this year's 21 awardees!



WILLIAM ZELL

William Zell, Associate Land Agent, Office of Real Estate and Design Services,

During the past three years, Bill has been assigned a number of exceedingly complex acquisition parcels. He willingly accepts these challenging assignments on short notice and works diligently to achieve the results desired by the client agencies. Examples of these complex assignments include:

- 1) The negotiations of the Little Sur River project that involved purchase of \$6.5 million in property rights, and a transfer of development rights and exchange of state-owned lands. As a result of this achievement, the State Public Works Board personally acknowledged his contribution in this matter.
- 2) The negotiations and settlement involving the state acquisition of the Cascade Ranch, a joint project of the Department of Parks and Recreation, Save-the-Redwoods League and the State Coastal Conservancy, including 2,493 acres valued at \$3 million and an option to purchase an additional 403 acres having a value of \$604,000. This acquisition was further complicated by the necessity to finalize all of the details and complete the transaction within a very short time frame.
- 3) The joint acquisition with the Trust for Public Lands of a 7,000-acre parcel from Georgia Pacific Lumber Company, having an appraised value of \$10,200,000. The State purchased a 3,000-acre portion of the larger parcel having an appraised value of \$5,745,000

for \$3,300,000. Again, this acquisition was completed within a very short time frame necessitated by the term of an option agreement.

A versatile and dedicated employee, Michael possesses a cheerful disposition and eagerness to "get the job done right." He continually takes on difficult problems, solving them in an efficient, accurate manner. Time and time again, Mike has volunteered to take on additional duties, often so as not to disturb tenant operations and schedules. He has always been available for the annual task of servicing the buildings' electrical switchgear, an arduous job which must be performed at night so as not to disrupt critical law enforcement and computer communications. During the absences of his supervisors, Mike has assumed unfamiliar duties which he has performed effectively and expeditiously, such as conducting safety meetings, ordering equipment, and handling contract inspections. He is respected and relied upon by his superiors as well as fellow workers and building tenants. Mike's areas of responsibility is a complex part of the building maintenance system. It includes modern multi-story buildings with complex energy and computer systems as well as 60-year-old wood frame structures. His work is always fast, accurate, and correct the first time.



MICHAEL J. WRIGHT

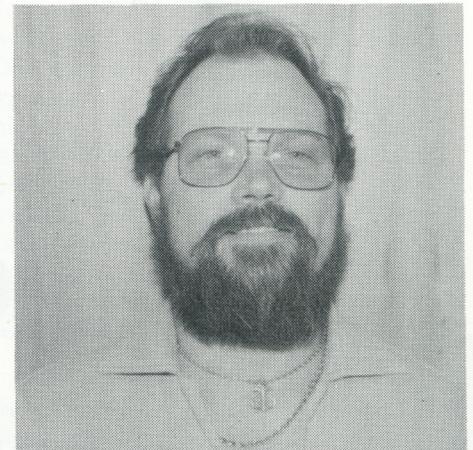


BETH TOWNSEND

Beth Townsend, Word Processing Technician, Office of Fleet Administration

In addition to her normal duties, Beth provided essential coverage to the Office of Fleet Administration by taking over the duties of a co-worker who was on maternity leave. During a four-month period she balanced both jobs. She is a self-starter, who sees things that need to be done and gets them accomplished. Her productivity is high and her positive attitude and work habits are contagious said her supervisor. She has always been a dependable employee whose interpersonal skills, productivity and accuracy have always made her a delight to work with.

Editors Note: (In January, 1987, Beth transferred to the Office of Administrative Services where she is currently Supervisor of the Support Unit.)



PHILIPP SMITH

Philipp D. Smith, Machine Operator II, Office of Support Services

The first to master the use of new equipment, Phil spends his own time reading manuals, asking questions, and investigating new procedures. His knowledge and resourcefulness has significantly benefited his unit because he willingly trains other employees. High volume and quality production are a direct result of his personal efforts. Recently, Phil was assigned the responsibility of a satellite operation which included machine production, scheduling work with critical deadlines, ordering supplies and supervising a work crew. This was a new assignment and Phil was unfamiliar with the

equipment but in less than fifteen days, and only one day of training, the unit doubled its previous production level.



VANITA SMOLEY

**Vanita Smoley, Machine Operator III,
Office of Support Services**

Always ready to work, Vanita consistently exceeds the production standard for the 16-station Gatherall collating machine. She produces an average of 70,000 sheets per day and on many days produces well over 100,000 per day. She willingly works on other items when her supervisor needs an extra pair of hands and never complains about working overtime till the job is done. In fact, many times Vanita has worked overtime every weekend for a month with no reduction in efficiency or productivity. In addition to accomplishing her own tasks, Vanita acts as a trainer to other employees learning to operate the collating equipment.



ROY STERLING

Roy N. Sterling, Officer, California State Police

The role model for State Police mounted officers, Officer Sterling is the first mounted officer in Capitol Park. Involved with the mounted unit for over one year prior to its inception, he originally proposed the program and worked toward its implementation on his own time. He provided independent research and expertise, which includes many years of experience with horses and the use of horses in law enforcement. He volunteered his personal horse and equipment for the program. At great personal expense in both time and money, he

prepared and trained his horse for duty as a working mount. He prepared a deployment plan and proposed beat orders that were implemented in the program. He solicited and obtained the donation of \$2,000.00 from the California State Police Association for the purchase of necessary equipment for the unit. Implementation of the program has fulfilled and surpassed original expectations. The mounted unit, by its sole presence, has significantly contributed to crime deterrence in Capitol Park and has enhanced not only the California State Police's public image but also that of law enforcement in general.



HAROLD PALMER

**Harold Palmer, Moulding Press Operator,
Office of State Printing**

In September 1984, Harold took over the duties of a Moulding Press Operator. Since he has been in this capacity, he has increased the number of orders coming into his unit from a monthly average of 258 to 475. Revenues have increased from \$151,070 in 1984-85 to \$228,115 in Fiscal Year 1985-86. His enthusiasm, pleasant manner and productivity coupled with his good business sense are the qualities that have made him an outstanding employee. He keeps abreast of new technology and methods useful in his unit and spends many hours working out problems with orders and supplies while meeting critical dates. His work method and ability to communicate his ideas to his co-workers have significantly improved the work flow in the unit.



JOHN BACA

**John Baca, Energy Resources Specialist II,
Office of Energy Assessments**

Over the past twenty-eight months, John has carried out the project conceptualization and management of over a dozen third party solar projects and third party lighting reflection retrofit projects. These projects have been estimated to save the state over \$40,000 each on an annual basis and \$2.8 million total over a 20-year Life Cycle. The solar projects reduce the use of conventional energy source such as natural gas and the lighting reflection retrofit, reduce the amount of electrical use, without compromising the lighting levels. These projects involve a tremendous amount of coordination among developers, engineers, financial institutions, attorneys, construction companies, and building managers. With so many parties involved, it is a full time job dealing with one project at a time, but because of the nature of these projects John has had to deal with 4 to 5 at the same time. To keep the projects moving forward John has had to work many overtime hours. His commitment to excellence and his ceaseless effort continue to keep the projects running smoothly.



WILLIAM SHELTON

**William Shelton, Associate Materials Analyst,
Office of Procurement**

Since transferring to the Contracts Management Unit in October 1984, Bill has regularly accepted the most detailed and difficult of assignments in the unit. Nevertheless his production of contracts has exceeded the norm both in quantity and quality and he does this with a minimum of training and supervision. Additionally, each buyer/analyst must back up one another to cover vacation and illness. Bill's partner has been ill for approximately half of the time. Bill however, has been able to handle this additional workload in an expeditious manner as well. Bill has expanded considerable effort and ingenuity in improving contract and has handled new contract development assignments creatively, searching out commodities which could be most effectively purchased under the annual contract format. Rather than analyze bids with the aid of a pencil and a calculator, he has created and modified numerous computer programs. His extra efforts have resulted in more timely availability of products, better price and generally improved coordination with suppliers and the purchasing agency.

AWARDS...(Continued)



TAKERNG BODHIPRASART

Takerng Bodhiprasart, Associate Space Planner, Office of Real Estate and Design Services

Managing between 50-60 projects on an ongoing basis, Tak works many hours beyond his normal work day in order to complete them in a timely manner. He also travels on his own time at no expense to the State to check on his projects. He has worked on more build-to-suit projects than any other Space Planner. These projects are usually more complicated and time consuming than the regular projects handled in the office. In addition to regular workload, Tak was assigned a high priority project for the Department of Corrections involving in excess of 55,000 square feet of modular units to be located at seven locations throughout the State. Tak not only completed his priority assignment for the Department, but also completed his regular assignment in a timely manner. Tak's work is always of the highest quality and he investigates alternative methods to reduce cost, yet provides for the needs and not the wants of the user agencies. He is able to handle his assignments with a minimal amount of supervision.



JUDY GEE

Judy Gee, Programmer II, Office of Management Technology and Planning

A highly respected programmer, Judy is often called upon by her peers for assistance and guidance. Her most outstanding achievement has been in the design and creation of the

Parking System for the Office of Fleet Administration to maintain parking records for all state controlled parking spaces. The system hardware and design went beyond the expectations of the client due to her effort, concern and skill. Her system has the capability to produce reports in a very short time which were never before possible, thus allowing the Parking Office to readily respond to inquiries. The office is now able to monitor the vacancy rate in parking lots which are over-subscribed and combine the data with a waiting list of parkers thereby eliminating a revenue loss of \$80,000 per year. The State Police prefer to use this system for vehicle information concerning parked cars rather than the DMV automated system because it has proven more responsive. Judy continues to work with the Office of Fleet Administration, developing a system for monitoring compliance with SAM requirements of vehicle usage and to keep track of expendable equipment.



JEANETTE S. GERIGK

Jeanette S. Gerigk, Sr. Steno, Office of Legal Services

Since her first day on the job, Jeanette has demonstrated outstanding ability and continually accepted responsibilities far beyond what would normally be expected of a Stenographer. She consistently assumes additional assignments while performing secretarial duties for three attorneys when the normal assignment is two. Additionally she has acted as the backup in providing stenographic help to the Chief Counsel. An outstanding example of her initiative and willingness to work is her development and implementation of a computerized system for logging and tracking the employee disciplinary actions received by the Office. She took the computer manuals home and on her own time was able to develop a tracking program. This system is operational today only because of her expertise. Recently, Jeanette was requested to assist two other offices in developing a similar tracking system. Due to her aggressive learning ability on the computer system, she has been "charged" with acting as the backup to the entire system. In short, without her assistance, her supervisor says the 'system' could fail."

Arlene Graham, Word Processing Technician, Office of Project Development and Management

An exceptional typist, Arlene has provided



ARLENE GRAHAM

outstanding word processing services for environmental and facilities planning documents prepared by the Office. In the past two years, over 100 environmental reports were prepared, 20 of which were about 150 pages in length. More important than the length, these reports require extensive formatting, development of complex tables and numerous revisions due to client agencies making significant programmatic changes. The format of several of the 20 reports had to be developed for the first time. Arlene worked closely with the Senior Planner making sure that they were prepared in a manner that met not only the letter of the law but also the tight time frames set up by the client agency. Many times Arlene worked long hours over weekends and after regular work hours to meet critical departmental time lines. Arlene has also prepared several other lengthy documents which required extensive layout and preparation. In spite of her heavy workload Arlene also does overflow typing from other clerical staff and has taken on the added responsibility of training herself and others on how to better use the word processing equipment.



JOHNNIE HAYWARD

Johnnie Hayward, Associate Personnel Analyst, Office of Administrative Services

A self starter, dedicated and service oriented, Johnnie has consistently exceeded expected standards of performance. She has one of the most difficult assignments in the Personnel

Office with a constant heavy workload. Since Johnnie joined DGS, there have been two major reorganizations in the Office of State Architect, one of her assignments. Her role in the reorganization required an exceptional knowledge of personnel rules and regulations and outstanding negotiating skills. Johnnie has also been successful in improving the image of the Personnel Office with the organizations assigned to her, thereby making for a smoother day-to-day working relationship. Her positive attitude and tactful approach on critical issues enables her to assist her organizations and to advise them to prevent future problems.



ROBERT MACRAE SR.

**Robert MacRae, Sr. Account Clerk,
Office of Fiscal Services**

Always ready to take on additional work without complaint, Bob is currently dividing his time between two units. Some months back the Payment Unit experienced a serious backlog. Prior to working in the Billing Unit, Bob had worked in the Payments Unit so he was asked to help with the backlog. In addition to maintaining a full time desk in the Payments Unit he also is responsible for maintaining controlling, balancing and reconciling the direct transfer fund in the Billing Unit. Although balancing two jobs, Bob's work is always completed in a conscientious, timely manner and the quality of his work is always exceptional. He is always courteous and helpful to vendors and fellow employees.



KATHY MEAD

**Kathy Mead, Stenographer,
Office of Buildings and Grounds**

During a transition of Building Managers in Santa Ana, Kathy initiated assignments with the assistance of the Chief Engineer for the staff of 27 employees and coordinated other building tenant functions. Her take charge attitude during this period kept the Office of Buildings and Grounds employees and the public free from unsafe conditions and provided continued protection and maintenance of state property. Her dedication and loyalty to the Department gained the respect of the DGS employees and tenants in the Santa Ana State Building. Prior to this she was instrumental in training the new support staff person in the newly opened Long Beach State Building. She accomplished this in addition to carrying out her own full workload in Santa Ana. She traveled a distance of 20 miles to train this individual. She is always cheerful, and helpful, meeting each challenge with a positive attitude.



MICHAEL HENRETTY

**Michael Henretty, Sergeant,
California State Police**

In December 1985, the California State Police established as a pilot program the Threat Assessment Group (TAG). This program is in response to a penal code provision which states that all threats made against the life of any elected state official, exempt employee, or any judge be reported to the State Police TAG. Sergeant Henretty independently undertook the task of establishing a statewide threat assessment network capable of receiving and handling threat/incident reports. TAG processes and logs approximately 100 threats/incident reports each month. The individual cases are reviewed and assigned a security level. TAG also provides computer checks of all threat suspects in identified locations. Sergeant Henretty currently supervises the TAG Investigators and is directly responsible for the day-to-day operation of the Section. His skill and resourcefulness were major factors in the successful design, implementation, and operation of the pilot and account for its acceptance as a permanent program/section. Sergeant Henretty's expertise in regard to threat assessment is sought by other law enforcement agencies (city, county, and state) and has earned him, his staff, and the California State Police credibility and respect by those they serve and protect.



RONALD L. NEAL

**Ronald L. Neal, Office Building Manager,
Office of Buildings and Grounds**

A dedicated manager, Ron's outstanding efforts have resulted in monetary savings as well as tangible and intangible long range benefit to the State. In 1985, Ron successfully negotiated a contract with PG&E for the first experimental fuel cell generator on the West Coast. This pilot project received nationwide attention and has resulted in fuel savings to the State estimated at \$5,000 per year. Ron also chaired the San Francisco PG&E Group Load Curtailment Cooperative for downtown private and public buildings. The State's involvement in this program has directly resulted in a savings to the State in excess of \$25,000 in decreased energy costs. Using much of his own time, Ron volunteered to lead and coordinate the office automation plan. Under his direction, the prototype software programs for the automation are complete and ready for application once the last of the 43 micro computers is in place. All of these achievements have been carried out in addition to his regular workload and responsibilities as the San Francisco Regional Building Manager supervising nine Building Managers located in seven cities.



JAMES R. SAWYER

**James R. Sawyer, Associate
Telecommunications Engineer,
Division of Telecommunications**

During the last two years, Jim has spent approximately 700 hours of overtime plus personal time to ensure that the Department of

AWARDS...(Continued)

Forestry telecommunications projects were completed in a timely manner. These projects include: 1) the design of a new interagency dispatch facility in the Redding Regional Office and the Shasta-Trinity Ranger Unit; 2) complete reengineering of a communications systems for Region V; 3) reallocation of the Department of Forestry's communication operating frequencies statewide and 4) conversion of the radio mobile relay system from burst tone to CTCSS access. While working on the projects listed above, Jim has also completed numerous small projects and performed a technical review of jobs and projects being engineered by other staff in the work unit. He has also served on standards committees and provides ongoing technical leadership to the Division.



JOHN L. NOSLER

John L. Nosler, Associate Small Business Officer, Office of Small and Minority Business

An essential force behind the automation of the verification program for the Office of Small and Minority Business, John was responsible for developing the feasibility study report to obtain approval to purchase necessary equipment from the Data Processing User Board. Once the equipment was purchased John developed and modified existing procedures to streamline the verification process. His efforts have resulted in over 8,000 construction

and service contractors records being entered into the computer system. He is applying these procedures to enter some 13,000 commodity vendors. He also developed a program that has permitted automation of the State Contracts Register subscription file. John has worked evenings and weekends to debug and refine the programs. He continues to train existing and new staff to achieve the maximum capabilities from the data processing system. His efforts have resulted in an initial savings of one position year. Over 100 State contracting officials can now obtain almost-instantaneous verification of the status of any contractor registered with the Office.



OWEN ST CLAIR, SR.

Owen St Clair, Sr., Telecommunications Technician, Division of Telecommunications

As a technician in the microwave center, Owen offers assistance and advice to approximately 150 technicians in various field locations around the State. Anyone of these 150 technicians might have reason to call at any given moment. Owen has trained himself to be accurate, rapid and pleasant in his responses to these demands. Owen is also responsible for responding to emergency callback situations. Without hesitation and regardless of the hour of the day, Owen responds to emergencies on weekends, holidays and after hours. He frequently becomes so engrossed in his work that breaks and mealtime are forgotten unless reminded and many times he will work through normal quitting time in order to get the

job done. Relying on his vast field experience and utilizing the microwave fault alarm equipment, Owen has developed a trouble shooting system which has a near faultless record of accurate diagnosis of system problems. Due to his efforts, all agency clients have benefitted by the job being done in a more efficient manner with less time, and fewer technicians involved. The various agencies which are served by the microwave center have learned that Owen can be relied upon to perform efficiently and effectively on their behalf.



Michelle Marks is congratulated by Lane Richmond, Executive Secretary, Board of Control on the receipt of her Sustained Superior Accomplishment Award.

Michelle Marks, Associate Government Program Analyst Board of Control

A Board of Control employee for the past 11 years, Michelle received the Award for her role in designing and implementing major improvements in the methods and procedures of the Governments Claims Program. She started as a stenographer, 11½ years ago and has subsequently promoted through the ranks to her current position. In June 1986 Michelle began working with a team led by Systems Analyst Leonard Grimes, in the evaluation of all procedures in the Government Claims Program. Michelle has devoted 20 hours per week to this project and it has resulted in the elimination of many unnecessary or inefficient procedures. In addition, the project has resulted in the implementation of many new forms and procedures, all of which have contributed to a significant improvement in program efficiency.

“TECHNOSPEAK“

Decipher or translate the following:

1. Pulchritude possesses solely cutaneous profundity.
2. All that coruscates with replendence will not assay auriferous.
3. Mendicants are interdicted from elective recipiency.
4. Inhabitants of vitreous edifices ill-advisedly catapult petrous projectiles.
5. Missiles of ligneous and of non-metallic mineral consistency have the potential to fracture my osseous structure, but malicious appellations are eternally innocuous.

QUIZ ANSWERS

1. Beauty is only skin deep.
2. All that glitters is not gold.
3. Beggars can't be choosers.
4. People who live in glass houses shouldn't throw stones.
5. Sticks and stones will break my bones, but names will never harm me.

EMPLOYEE SPOTLIGHT: BETTY MARTIN

by Stacy Selmants, Office of Local Assistance



It is Monday morning, 8:10 a.m. and Betty Martin is attempting to organize three projects simultaneously and locate sets of architectural plans for several impatient Field Representatives at the Office of Local Assistance. The phone is ringing and her coffee remains untouched in her mug. Twenty minutes later, the plans have been found, the phone calls fielded and the coffee is cold. Another busy week begins at OLA for Betty Martin.

Betty was recently promoted to a position as an Account Clerk II, but as an Office Assistant II for the last three years she has been one of the main organizing forces among the support staff at OLA. Her assignments have included working as a receptionist, attendance clerk, mail messenger, and file clerk.

"I've done all kinds of jobs here. I even drive the state car. I love the variety."

The Office of Local Assistance has experienced a phenomenal growth in the past two years, increasing the staff from 40 to 120 to handle the increase in applications for state aid for school construction, reconstruction and emergency portables. The office is converting to a computerized filing system but is still dependent upon the use of a manual filing system to organize and track the flood of documents pouring into the office daily.

Betty has been instrumental in the reorganization of the file room, where project files, copies of completed correspondence and architectural plans are stored. The volume of material needing to be filed has multiplied, in correlation with the increased workload of Field Services and Special Services staff, and a new organizational approach to the paperwork has been necessary. Betty has been tireless in her efforts to keep the volume under control. But diligence has its drawbacks.

Because Betty is so efficient at tracking documents, and is so willing to help with the filing, the mail and with the phones, "They all seem to panic when I'm not here. One person shouldn't make that much difference."

Her value as a hard worker was especially evident during the winter when the office support staff was reorganized and several positions were temporarily vacant. She confesses, "I was running here and running there; I was almost a zombie."

The positions were filled and Betty was able to take a long-awaited vacation. During that time, OLA managers recognized Betty's need for greater challenges, and promoted her to her current position as an account clerk. She is now responsible for maintaining inventory and ordering supplies as well as handling mass mailing requests and verifying en-

rollment figures for the Special Services Section of OLA.

Betty's dependability and willingness to accept responsibility for some of the less glamorous (but crucial) duties at OLA have been soft-pedaled, but not overlooked. Betty is one of the many unsung heroes in a large office where people are sometimes too busy to say "Thank You." And this is her song.

A SPECIAL REMEMBRANCE

On Sunday April 26, several DGS employees participated in the March of Dimes Walk America. Some walked, others run the 20-mile course and some participated by pledging money. One very special pledge came from Ed Bielski, Office of Project Development & Management. Ed pledged \$3.00 per kilometer in memory of his mother, Mary Alice, who recently passed away. Staff of OPDM wish to thank Ed for his \$100 contribution and for the love and care for others that his generosity represents.

(More on the March of Dimes will appear in the next issue of *OUTLOOK*.)

Software Source Presented New Program Applications at Government Technology Conference '87

The Software Source was featured in the Government Technology Conference '87 on May 21, 1987. The Software Source is part of the Office of Management Technology & Planning and is DGS's newest service program directed towards the personal computer user. The Software Source staff, **Allen Wildermuth** and **Denise Warren**, made a one-hour presentation of the Travel Expense Claim and Leave Balance Accounting systems at the conference. These systems are fully automated programs designed to be used on a personal computer by state agencies.

EARLY RETIREMENT PROGRAM

(AKA "Golden Handshake")

by Joyce Gibson, Office of Administrative Services

Several times during the past few years the Department of General Services (DGS) has participated in the Early Retirement Program, more commonly referred to as the "Golden Handshake."

Government Code Section 20816 permits the Governor to offer the "Golden Handshake" to state employees whenever the Governor determines that the best interests of the State would be served by encouraging employees to retire earlier. To encourage the early retirement, the law allows employees in participating agencies to grant an additional two years of service credit to employees who decide to take advantage of the program. For example, if an employee has worked for the State for 30 years and retired under the Golden Handshake program, the employee's retirement benefits would be calculated as if the employee had worked for 32 years. This extra two years of service credit can make a significant difference in the amount of the employee's monthly retirement benefits.

Basically the program works in the following way:

1. The Governor issues an Executive Order permitting State agencies which anticipate staffing reductions to participate in the program provided the agency can show that the early retirement will ultimately save the agency money.
2. Agencies who want to participate must request and receive approval from the Department of Finance and the Department of Personnel Administration. (The agency may request that some internal programs be exempt from participation.)
3. Employees in agencies receiving approval may retire during the time the program is in effect and receive the extra two years of service credit.

The most recent early retirement program was in effect for DGS employees who retired between January 30, 1987, and May 29, 1987. An estimated 167 DGS employees participated in the program.

Editor's Note: At the time OUTLOOK went to press, the following employees of the Department had decided to participate in the Early Retirement Program. They also authorized and requested that an article appear in the newsletter regarding their retirement plans. Information for these articles was provided by the OUTLOOK OFFICE REPORTERS.

Office of Administrative Hearings

Mary Davie retired with 27 years of State service. She spent 25 of those years as a Hearing Reporter with the Office of Administrative Hearings in Los Angeles. For the last 14 years, Mary has been the Supervising

Hearing Reporter, responsible for the entire statewide staff of OAH Hearing Reporters. Mary has made many valuable contributions to OAH and has been a valuable member of the management team. After a period of relaxation, she plans to do some extensive traveling.

Dorothy Montague began her State service in 1960 with the Department of Corporations. In August of 1963, she began employment with OAH in Los Angeles as a Senior Legal Steno. In July 1970, Dorothy was promoted to Supervising Steno I, in charge of the support staff in the Los Angeles OAH office. Dorothy lives in Pacoima (San Fernando Valley) and is looking forward to a "very relaxing" retirement.

Jerome (Jerry) Schwimmer was involved in the private practice of law for 20 years before he began work with OAH in Los Angeles in 1971. As an Administrative Law Judge, he heard and decided licensing and disciplinary hearings for the various regulatory agencies in California. In his retirement, Jerry is looking forward to spending more time with his hobby, which is collecting old letters and documents relating to early Los Angeles and Southern California history. He exhibits his collection at various shows, writes articles for the publication "Western Express" relating to this historical material, and is a member of the U.S. Philatelic Classic Society.

Shirley Spaulding served in the Army in World War II in London,

*EDITOR'S NOTE: Due to the special column appearing in this issue regarding the Early Retirement Program, the **FEEDBACK** column will not be included. The next issue will include all letters that were to be included in this issue.*

Paris and Frankfurt as a member of the Supreme Headquarters and Allied Expeditionary Forces (SHAEP). She began her State career with the Department of Justice in 1978, and came to OAH in Los Angeles in 1981. In 1984, Shirley was transferred into the position of Calendar Clerk in the Los Angeles office. In this position, she has been responsible for assisting in the calendaring of all of the cases heard by the Los Angeles office. Initially, retirement plans include a trip to New York with her daughter, and later a trip to Spain.

Before beginning his career with the Los Angeles OAH office, **John Willd** served as Legislative Secretary to Senator Tom Kuchel during the Eisenhower Administration in Washington. He returned to California and worked for the LA City Attorney's Office for 7 years and began his career with OAH in December of 1961 as an Administrative Law Judge I. In 1971, he was promoted to Administrative Law Judge II and has been in charge of the Los Angeles OAH office since 1985. John is a member of the Elder Hostel organization, and as such, plans to see the world by living on college campuses and taking courses relating to each country's historical and cultural backgrounds.

Prior to his State service, **Paul Doyle** served as a Merchant Marine Officer aboard troop transports and ammunition ships in World War II. Later he was commissioned as an Officer in the U.S. Navy. For nearly a decade, he was a Deputy City Attorney for the City of Los Angeles, handling both criminal and civil matters. Paul began his career as an Administrative Law Judge with OAH in 1964 in the Los Angeles office. He later transferred to the San Francisco office. In his retirement, he plans to travel extensively, write, and complete many unfinished projects.

Margaret Johnson has a total of approximately 24 years of State service. She transferred to the Department in 1976 and began working with OAH in 1980 as an Account Technician, responsible for OAH billing, timekeeping, and other OAH accounting functions statewide. In her retirement, she plans to take some art courses at UC Davis, enjoy deep sea fishing with her husband, and just relax and enjoy life!

Office of Administrative Services

A 32-year veteran with the State of California, **Clare V. Bluemel** retired on May 29, 1987.

Clare began his state service as a Printing Trades Assistant in 1950 at the State Printing Plant. In 1952 he left state service and spent the next five years with the Sacramento Bee. In 1957, he returned to the Printing Plant and remained there until 1978 when he was assigned as Project Manager of the Director's Task Force to streamline publication of the Administrative Register.

After completing this special assignment he became Assistant Chief, Office of Records Management. In 1980, he transferred to the Office of Small and Minority Business where he designed and implemented the California State Contracts register and later served as managing editor.

In 1985, he transferred to the Office of Administrative Services, as the Safety and Return-to-Work Coordinator.

Friends and co-workers attended a retirement luncheon, held in his honor, on May 22, 1987 at the Bull Market Restaurant, Sacramento.

A hobbyist and "jack-of-all-trades," there will be no end to the projects that will keep Clare busy when he and his wife of 37 years, Audrey, are at home and not traveling. Just in case there is some spare time, Clare says there is always tennis, golf and five grandchildren!

Edward T. Erickson, Area Supervisor, OLA, on assignment to the Office of Administrative Services since October 1, 1986, accepted the "Golden Handshake" on May 29, 1987. Ed has been in continuous State service since February 1, 1947 and received his 40-Year Service Award in February of this year.

Ed and Marion, his wife of 36 years, and daughter Debbie, an Account Clerk with the Department of Rehabilitation, live in a country home on 2½ acres near Penryn in Placer County.

Ed plans to keep busy with some planned home improvements, re-decorating, and the ever continuing

yard work. Time will also be found for some fishing trips, and visits to family members living in both northern and southern California.

Ed's friends and co-workers wished him good luck and farewell at a joint retirement luncheon for Ed and his boss, Clare V. Bluemel, Departmental Safety and Return-to-Work Coordinator, on May 22, 1987 at the Bull Market Restaurant, Sacramento, California.

Office of Buildings & Grounds

Edward Romero, Janitor, OB&G, retired with 14 years of service, all in the State Capitol Building. Upon retirement Ed plans to care for his elderly father and pursue his interest in gardening.

Bill Di Girolamo, Janitor, OB&G, retired after 17½ years of service, all in the State Capitol Building. Prior to his state service, Bill spent 21 years in the Air Force. Upon retirement he plans to do some repair projects and fish.

A 29 year veteran of the Department, all in the OB&G, **Garfield Ware**, Janitor, retired on May 28, 1987. He formerly worked for the Southern Pacific Railroad. Upon retirement, Garfield plans to do some traveling.

Harold Thames, Janitor, OB&G, retired after 25 years of state service. Upon retirement, he plans to "take life easy."

Emma Joyce Phillips, Janitor, OB&G, retired after 10 years of service. She has been a janitor in the Bateson Building for the last six years. Her retirement plans include pursuing her favorite pastime of fishing on a full-time basis.

Frances P. Larkins, Janitor, OB&G, has been with the Department since 1968. She worked in Stockton, CA. Her retirement plans include traveling and assisting in her church.

After 39 years of state service, **Noel (Gene) Axtell**, Stationary Engineer, retired on January 29, 1987. He spent his entire career working in down-

RETIREMENTS... (Continued)

town Sacramento. Gene's retirement plans include sailing on his boat.

Stanley Dew, Chief Engineer I, OB&G, retired after 17 years of state service. He spent his entire career with the Department in Sacramento. His wife is also a retired State employee. An avid golfer, he will undoubtedly spend a lot of time on the golf course.

George Crusey, Office Building Manager II, OB&G has worked for the state for twenty years. Prior to transferring to the Department in 1975 he worked at the California Youth Authority in Ventura and Stockton, CA. Moving up the promotional ladder, George was appointed as Office Building Manager II in 1979. His wife is a Correctional Sergeant and will also be participating in the early retirement program.

They plan to travel in their 32-foot six wheeler visiting relatives and seeing the country.



Office of Fleet Administration

The Office of Fleet Administration has seven senior employees who will avail themselves of the "Golden Handshake." They represent management and supervisory positions statewide.

The retirees are: **Richard Newkirk**, Program Manager, Sacramento, who will take it one day at a time; **Richard Baxter**, Associate Governmental Program Analyst, Sacramento, who will travel extensively and teach accounting; **Manuel Gonsalves**, Automotive Pool Manager II, San Francisco, will also take it one day at a time; **Chief Bear** (yes, he is a real Indian Chief), Inspector of Automotive Equipment, will take care of his farm in Elk Grove; **Floyd Payne**, Lead Auto Mechanic, San Francisco, plans to do a little bit of everything; **Bill Saltmarsh**, Senior Equipment Parts Worker, Los Angeles, will become an Income Tax Consultant.

This is a wide range of disciplines and, in many ways, represents a "changing of the guard." The retirees wish the best of everything to their friends and colleagues who must remain behind, and, at the same time,

appreciate the well wishes of the Office and Department.



Office of Fiscal Services

Doris Rogers started State service in 1972 as Key Data Operator for the Department of Water Resources. She transferred to the Department of General Services, Office of Management Services, in 1976 as a Clerk II in the Ordering Unit. Her job in the Ordering Unit was eliminated so she went to work in the Billing Unit and Cashiers Section for about one year, before transferring to the Office of the State Architect. Later, she returned to the Accounting Office and worked until 1981 when her father died and she "retired" to take care of her mother. After her mother's death, she returned to work as an Account Clerk II for the Billing Section of the Office of Fiscal Services.

Doris plans to live in Hong Kong with her daughter and family for at least two years. Her son-in-law works for AT&T and is being transferred there.

A retirement party for Doris was held on May 21st at Posey's Restaurant, Sacramento.



Office of Legal Services

After 38 years of service, **George K. Goi**, Senior Staff Counsel, retired on May 28, 1987. George, who is also a Public Accountant, held a full-time position as an auditor for the Franchise Tax Board while attending McGeorge School of Law at night to earn his law degree in 1954. He began his lengthy career in the Department of General Services in 1964, when he was appointed as an Associate Counsel in the Legal Office. Although most are familiar with George through his work for the Department on personnel matters, he has handled many other interesting assignments over the years. One such assignment was negotiating and drafting agreements for Cal Expo for a seven-year period.

During his retirement years, George's plans include spending time enjoying his family: his wife,

Megumi, three sons and daughters-in-law, and one grandchild. While one of George's sons has opted for a career as an electronics technician in the computer industry, two of his sons are following in their father's footsteps and have become lawyers.



Office of Local Assistance

Ending a 28-year-State-service career, **Robert L. Oldham**, Office of Local Assistance, took advantage of the Early Retirement Program. He spent his entire State service career with the Office of Local Assistance. In 1959, after a ten-year stint with PG&E, Bob started to work as a Field Representative. At that time, the Office was known as the Local Allocation Division (LAD) within the Department of Finance and was located in the State Capitol building.

Bob is the oldest employee of OLA in terms of the years of service and is occasionally affectionately referred to as "the dinosaur" by his associates.

Just prior to his retirement, Bob was the supervisor of Agency Services which is responsible for the Field Services Section of the Office. This is the section that most School Building Aid applicants contact for information about available programs. Because of the public contact in this position, Bob represented OLA to many people.

A resident of northern California all of his life, Bob plans to spend his free time hunting, fishing, and traveling. The owner of a Sacramento travel agency, Bob expects to become his own best customer upon retirement.



Office of Management Technology and Planning

Mabel Butler, retiring from State service after 24 years as a Key Data Operator, spent 17 of those years with the Department of General Services. She was honored at a retirement luncheon held on May 28, 1987, at Luau Gardens, Sacramento.

Mabel is a veteran in the key data field. She has worked on a number of different machines and has witnessed

the growth of computer technology in the State.

In retirement, Mabel plans to travel extensively, enroll in "fun" classes at the local college, and do volunteer work for Senior Citizens. She is also involved in church work and is an "avid golfer."

Ruth Beasley, retiring after 14 years of State service, from the Office of Management Technology and Planning as a Key Data Supervisor I, spent her entire State career with the Department of General Services.

Ruth was honored by her friends, family and co-workers at a retirement luncheon held on May 28, 1987, at Luau Gardens, Sacramento.

Retirement plans for Ruth include both fun and work. She plans to travel for the first three months, doing lots of fishing and hunting antique shops. Once she is relaxed and has completed her "to-do list," she plans to open "Ruth's Place," a board and care business for the elderly in her home. Ruth once worked for a hospital in the geriatrics ward and has since had the love and desire to help the elderly. She also hopes to spend more time with her six children and eight grandchildren.

Dale Burdette is retiring after 20½ years State service from the Office of Management Technology and Planning as a Staff Programmer Analyst. During his career he has provided consultant services to offices within DGS and to several departments and agencies outside DGS.

In retirement, Dale intends to turn to the outdoors and be involved with the United States Forest Service in the development of better parks for public use. He has been a volunteer, working the past few summers in this endeavor. He has applied for a position with the Forest Service working in the Wenatchee Forest in the State of Washington near Mount Rainier. Not only will this give him the opportunity to work in the outdoors but also to enjoy the many opportunities of his first love, canoeing, in the many rivers and lakes in the Mount Rainier area.

We all wish Dale a great deal of good luck and success in his new career and look forward to seeing him from time to time when he has the chance to come back to the low lands.



Office of Procurement

Six people from the Office of Procurement took advantage of the Golden Handshake in May. **Larry Brown**, a Senior Procurement Engineer, was with Procurement's Quality Control Lab for 14 years. He has "a whole host of things" planned, and looks forward to spending time with his family. **Tom Clark**, a Heavy Truck Driver with the Surplus Property Program in Sacramento, has been with the State since 1964. He enjoyed his work and the people he worked with, but now looks forward to building a home on property in Georgetown. **Richard Frei**, a Truck Driver with Materials Services, was with General Services for 31 years. He looks forward to freedom from routine, relaxation, and having time to complete projects around the house. **Jim Larsen**, a Surplus Property Officer in Fullerton, plans to do some traveling and fishing, and may come back as a part-time annuitant. **Evelyn Ratliff**, an Office Services Supervisor with the Materials Services Section, has worked for the State since 1951. She and her husband plan to visit relatives and devote a lot of time to "fiddling around," since they are active in the California Old Time Fiddlers Association. **Kiyome Tanaka (Kay)**, an Office Technician at Procurement's Los Angeles office, worked for the State for 18 years, mostly with General Services. She expects to enjoy retirement, and plans to start with a leisurely visit with relatives in Hawaii and Reno.



Office of Real Estate and Design Services

After 33 years of State service and 23 years with the Department, **F. Dean Bailey** retired on May 28, 1987. He began his career as a Junior Real Property Appraiser with the Board of Equalization and was promoted through the ranks to the position of Assistant Chief Land Agent, Office of Real Estate & Design Services. His

notable accomplishments while at General Services included negotiating the sale of Squaw Valley and the old State Fair site, playing a major role in the purchase of over \$500 million worth of property for state parks, and serving as Administrative Secretary to the State Public Works Board.

Although retiring from the State, Dean is not retiring from work; he has joined the Sacramento real estate appraisal and consulting firm of David E. Lane, M.A.I., Inc. Dean expressed pride in having been associated with "the very finest professional real estate people in state government" throughout his lengthy career with the State.



Office of Support Services

On May 29th a fond farewell was bid by Support Services to **Vanita Smoley**, Machine Operator III, 30 years of State service; **Ray Edwards**, Process Camera Operator, 20 years of State service and **Wes Bartell**, Machine Supervisor II, 36 years of State service.

Vanita, long time Moose Lodge member, plans on spending more time with her family on the coast. She enjoys dancing, crocheting and cooking. She was selected to receive the Superior Sustained Accomplishment Award which was presented on June 2, 1987.

When asked what she would miss most about working, Vanita replied, "The People."

Ray Edwards, having 42 years of Graphic Arts under his belt, decided to take the "Golden Handshake" and sail off into the sunrise to pursue the finer things in life.

Ray, a DGS employ for 20 years, soon will be enjoying the semi-life of Riley. He and his wife, Beth, will be traveling to the midwest for a look at the old homestead. Ray also plans on keeping himself busy by continuing his church activities, doing wood work, metal work and, of course, the endless yard work.

Last, but certainly not least, **Wes Bartell**, Machine Supervisor II, has given a total of 36 years to State service, 17 of which were with DGS. Now that's dedication! When asked what interests he would pursue, Wes answered, "Taking a spur of the

RETIREMENTS... (Continued)

moment ride with my wife, along with motor camping and just seeing some of the good old USA.

Wes, like Vanita and Ray, will also miss the people. As Wes put it, "Printing has been my life."



Office of State Architect

A State employee since 1949, **John F. Meehan**, Office of the State Architect, retired on May 4, 1987, after 38 years of service.

As Chief Structural Engineer in the Structural Safety Section, Office of the State Architect, Jack's area of expertise is in the seismic safety.

He has visited earthquakes at 18 different locations in the Western Hemisphere and has published reports and given slide presentations to many groups on these earthquakes.

He is active in several statewide, national and international professional organizations. He served on the Advisory Committee of the Joint Legislative Committee on Seismic Safety and wrote the original Hospital Act.

Married to his wife Liz, for 42 years, they have two sons and one daughter. His son Bill is a doctor of Internal Medicine with a practice in Helena, Montana; son Mike is an Orthopedic Surgeon in Vallejo, California; and daughter, Patty is an Engineering Draftsperson in Bend, Oregon. They have one grandson, Andy.

His retirement plans include gardening, wine making, extensive traveling and listening to folk music. He also hopes to work as a consultant on interesting seismic engineering project.

Friends and co-workers wished him well at a retirement dinner held April 16th, at the Red Lion Inn, Sacramento, California.



Division of Telecommunications

In accepting the "Golden Handshake," **Igor Prohoda**, a Senior Telecommunications Technician with the

Telecommunications Division retired after 26 years of state service.

As a youngster, Igor experienced the Ukrainian famine of 1932-33. During his late teen years, as a refugee, he endured the hardships of World War II in Europe and as a young man he spent three years in a displaced persons facility in Germany. With luck, he found himself being sponsored to the United States and working in the orange groves of southern California.

While learning the language of his new country, Igor studied electronics at Healds College in San Francisco. After gaining telecommunications maintenance experience in the airline industry, Igor, in 1960, began his state career as a Radio Telephone Technician with the Department of Finance, Communications Division.

Igor's years of service were spent in the Contra Costa/Solano county area maintaining telecommunications equipment and systems belonging to all represented state agencies in those counties.

Over the course of his career, Igor retained primary responsibility for a major state communications site on Mt. Diablo. On countless occasions, in order to restore vital public safety communications systems at the Diablo site, Igor bypassed washed out roads and walked through every kind of weather condition including snow, gale force winds and on occasion worked at CDF fire camps on Diablo and assisted in preventing fires on the mountain from engulfing the site.

Retirement plans for Igor and Olga, his wife of 35 years, include a trip to Europe in order to visit their son, Captain George Prohoda (West Point 1980) and his wife Kathryn, as well as keeping a close eye on their new granddaughter, Tatiana, whose parents Lisa and Kris Gudjohnson live in the Bay Area.

Roland Humston, Sr., Telecommunications Technician, Telecommunications Division, retired on May 28, 1987 after accepting the "Golden Handshake." His introduction to electronics began while in the U.S. Navy during World War II. After the war he worked as a Technician for Orange County, Department of Communications, and later went to

Cheyenne, Wyoming, where he worked for the Wyoming State Highway Department, Communications Division. In July 1961, he went to work for the Department of Finance, Communication Division, in San Bernardino and worked there until 1975. In October 1980, after a five-year medical absence he was appointed a Senior Technician at Barstow, CA. Although he has no immediate plans for the future, Roland is looking forward to his retirement. He said he will miss the people he has worked with and for, during the past several years.

After 30 years of State service, **Virginia M. Ulrich's** last day at work was May 28th. Early the next morning she left for Spokane, Washington, and hopes to continue to travel as much as possible during her retirement.

As supervisor of the State Telephone Operator's, Virginia assisted operators with ATSS operator handled calls and information calls for the State Capitol and Los Angeles State Buildings.

Besides traveling in her RV, Virginia also plans to spend time fishing, playing Bingo, and doing whatever else she happens to feel like doing.

Virginia said that being a telephone operator was something she always enjoyed. "It has been very challenging to me and I have always enjoyed helping people." "I will miss it, but it is also time to move on."

State of California
GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency
SHIRLEY R. CHILTON, Secretary

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

OUTLOOK

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PATTY LOVE RECOGNIZED FOR DISCOVERING A \$295,000 OVERCHARGE



PATTY LOVE

The State is in the process of purchasing telephone equipment from AT&T. In a study completed by Departments of Finance and General Services back in April 1984, it was found that money would be saved by buying the equipment rather than renting it. So a strategy was developed for the purchase of telephone equipment.

Patty Love is one of the systems analysts that was assigned the duty of purchasing the equipment. While in the process of doing so, Patty realized that AT&T had overcharged the State \$295,000. Through diligence, dedication, and extreme perseverance, Patty was able to convince AT&T of the overcharge and they have agreed to correct the error.

At the April Office Chiefs meeting Patty was recognized for her efforts. Al Tolman, Deputy Director, introduced her at the meeting and W.J. Anthony presented her with a letter congratulating her for her efforts. "I have been advised that you were directly responsible for conducting an analysis which revealed the fact that the vendor had overcharged the State \$295,000. This information was not easily discovered, nor was it easy to convince AT&T of the fact, however, through your efforts it was accomplished. On behalf of the Department please accept my congratulations for a job well done."

Patty commented, "It was just part of my job."

PANELS PLUS COMPONENTS EQUALS MORE EFFICIENT WORK STATIONS

Open office landscaping combined with modular system furniture recently made its debut in the Office of Project Development and Management (OPDM). Recently moved to Lincoln Plaza, 400 P Street, Sacramento, OPDM is the first DGS Office to use this furniture in its office design. Consisting of five and one-half foot high panels with hang-on components, modular system furniture is highly attractive and functional. Manufactured by Allsteel, this state-of-the-art modular furniture is designed to use air space instead of floor space, allowing for maximum utilization of space in the work area. In most instances work stations using system furniture are 20-25% smaller than offices with conventional furniture.

Since the furniture hangs on brackets attached to panels, it can be raised or lowered to meet individual needs. Because of this flexibility system furniture is responsive to the special needs of a disabled employee at no extra cost.

Remodeling costs associated with system furniture are also considerably lower than those associated with conventional furniture.

According to Chuck Clark, Supervisor, Major Projects, Office of Real Estate and Design Services, "Modular system furniture allows the space planner and the user to design an office that meets its individual functional needs. It provides custom office space at no extra cost."

Chuck Clark and Patrick Bailey,

Office of Procurement, conducted a six month study to develop general specifications for this type of furniture for state use. Allsteel was one of 12 companies tested. Only five of the twelve qualified and Allsteel was the low bidder. As a result Allsteel was awarded a two-year contract which began in May 1986.

Currently, the Office of Real Estate and Design Services is busy designing offices using modular system furniture for the State Controller's Office, DMV, the Franchise Tax Board, Department of Aging, and the Department of Military.

OB&G Awarded \$7,643 by SMUD

The Office of Buildings and Grounds, Region 3, Justice Facility, was awarded \$7,643.25 for its participation in a load curtailment program.

The electrical load curtailment program is offered by the Sacramento Municipal Utility District to commercial and industrial customers having engine generators rated 100 kilowatts and above that are loaded in excess of 40 kilowatts. These customers are given two-hour notice to run their generators during the 3:30 p.m. to 7:30 p.m. summer peak demand period.

The Building and Grounds staff at the Justice Facility intends to double this award money in 1987, due to increased incentive and additional electrical load added to the facility.



A view of the modular system furniture used in the reception area of the Office of Project Development & Management. Pictured here are Catherine Curtis (front) and Ronna Taylor (back).

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. Best wishes to you and thank you for your contributions to our Department and the State of California.

MAY

- Yoshio Furuike..... Office of Buildings & Grounds
- Roger P. Rehm..... Office of Buildings & Grounds
- James R. Hargrove..... Project Development & Management
- Earnest C. Woods..... Office of Buildings & Grounds

JUNE

- Katherine Pace..... Office of State Printing
- Patrick H. Ralston III..... Office of the State Architect



Jim Hargrove receives a congratulatory "hug" from his wife, Gloria, on the receipt of his 25-Year Service Award.

JAMES HARGROVE Celebrates Twenty-five Years of Service

On Friday, May 8, 1987 Robert Wright, Deputy Director, presented James Hargrove with his 25-year pin and certificate. Jim is a Supervising Environmental Planner in the Office of Project Development and Management.

He has worked for the Department for twelve years. Prior to coming to DGS he worked for CalTrans in Marysville. His area of expertise is in environmental, facilities and transportation planning.

Jim is an award winning underwater photographer and his hobby has taken him all over the world. His other interests include backpacking, fishing and mellow jazz.

Friends and co-workers provided cake and punch to celebrate the occasion.



Jack Smith (l), Chief, Office of Management Technology & Planning and Glenn Wilson, Manager, Information & Education Services, congratulate Mary Mahoney, Key Data Operator, on the receipt of her 25-Year Service Award.

MEL RAIMUNDO, OSA Celebrates Forty Years of Service

A native Sacramentan, Manuel Raimundo, OSA recently celebrated 40 years of State service. Raised on a ranch in West Sacramento, "Mel" graduated from Christian Brothers High School and later served in the Army and the Air Force for 3 years in the European Theatre of operations. Honorably discharged in December

1945, Mel began his state service career six months later with the Division of Architecture (now OSA) in the Structural Safety Section. One year later he transferred to the Structural Engineering Section and remained there until 1974. He is currently working in the Access Com-

(Continued on page 15)



Rosamond Bolden, Chief, Office of Buildings & Grounds, presents E. V. Whiteside, Building Manager IV, with his 25-Year Service Award.

Raimundo...

(Continued from page 14)

pliance Section which is responsible for enforcing Title 24 of the Building Code. This section certifies that all state buildings, schools, state colleges and universities and all state funded projects are accessible to and usable by the physically disabled.

An avid traveler, Mel and his wife, Jeannette, have traveled throughout the United States including many trips to Hawaii and Alaska. When not traveling or working, Mel can be found on the golf course or "out fishing." Most of his fishing is done in Montana and Wyoming because "family roots are there and because that's where the big fish are," he says.

After a 40-year career, Mel plans to retire later in 1987 and spend more time with his seven grandchildren as well as golfing, fishing, traveling and listening to "good" music on his stereo system.



Michael Bocchicchio, State Architect, presents Mel Raimundo, Architectural Associate with his 40-Year Service Award.

CLIFF ROBERTS Remembers the Last Forty Years

Choosing a Career

On the occasion of receiving his 40-year State Service Award, Cliff had the following thoughts.

"In June 1945, I graduated from Roseville High School and one week later I was in the Air Force spending a year of my eighteen-month stint in Japan.

"I had taken a lot of drafting classes



Michael Bocchicchio, State Architect, presents Cliff Roberts, Senior Architect, with his 40-Year Service Award.

in high school, so when the Division of Architecture started a recruiting drive, I 'enlisted' after my other tour of duty. In January, 1947 as a "Drafting Aide" with a monthly salary of \$180, my first job was in the vault. Occasionally, I was allowed to put borders on sheets of coated linen with ink, then to trace drawings! Eventually I became a "draftsman," then a "job captain" and finally a "designer." During this era the Division changed its name to Office of Architecture and Construction (OAC).

"While working at OAC I had a family, three lovely daughters (the first two, twins); now I have two grandchildren. Other events along the way include: I got my Architect's license; joined Toastmasters, which I highly recommend; and served with various civic groups. I am still a Boy Scout Counselor for the Architecture Merit Badge and other activities. I was elected to the five-member Board of Trustees for Rio Linda School District and served for twenty years. Currently, I am president and have been for about ten of those years.

State Service

"After approximately 13 years with OSA, I spent the next twelve years at the Office of Space Management, now the Office of Real Estate & Design Services. I helped to start the concept of open office landscaping in State buildings. I studied real estate and became supervisor of various regions. The biggest thing I remember

is moving the Franchise Tax Board to Aerojet in just ninety days.

"On my return to OSA about fifteen years ago, I was overseeing private architects doing jobs for the Department of Corrections, including the construction of the Tehachapi Prison. I have visited all the prisons in California and was sent to Georgia, Arizona, Colorado and the State of Washington to visit prisons there as well. Conditions are not too pleasant at these places.

"More recently, I did the earthquake study at the School for the Blind in Fremont, overseeing a team of geotechnical experts in digging a trench 18' deep, 1/2 mile long and 'logging' the surface.

Looking Back

"I can think of no more all encompassing and interesting profession than architecture and no more satisfying public service than schools. Both have allowed me to travel extensively, particularly around California which I think has been somehow blessed. I love the coast, but won't tell you where so it won't get anymore crowded.

"Its a changing world — from my start of drawing with ink on coated sheets of linen with huge OSA offices in Los Angeles and Sacramento to supervising the construction of projects at Vets Home and Hearst Castle. I see ever-changing projects and construction methods to more contracting out. It's changing faster all the time. The challenge is to keep up, which I intend to do as long as I can. Only the vault is the same — bigger but the same."



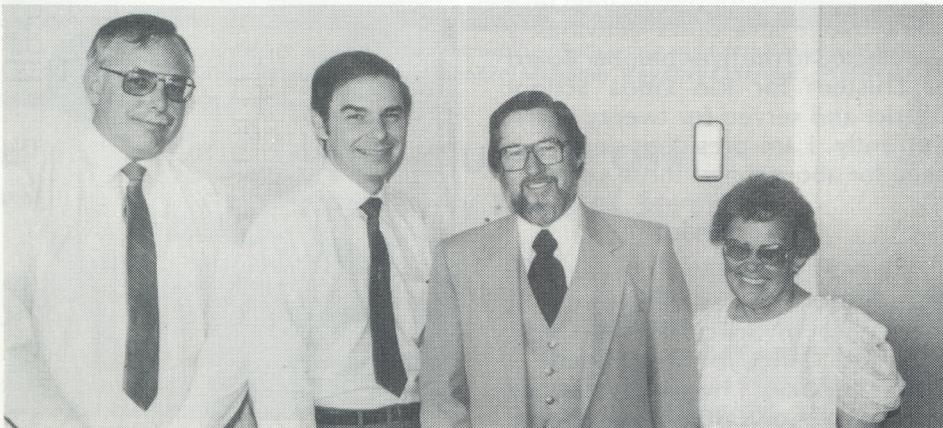
Michael Bocchicchio, State Architect, presents Jean Anderson, Office Assistant II, with her 40-Year Service Award. (Editor's Note: Jean requested that no story be included.)



Art Kevorkian, Chief, Office of Local Assistance presents Gladys Aldrich with her 25-Year Service Award.



Roy Gilkey, Building Manager III, is congratulated by his wife, Donna, an employee with the Department of Developmental Services, and daughter, Trayce, Department of Parks & Recreation, on the receipt of his 25-Year Service Award.



Jerry Burchfield, Chief, Construction Services (I) and Michael Bocchicchio, State Architect, congratulate James Hollingshead, Area I Construction, District Construction Supervisor, on the receipt of his 25-Year Service Award. Jim's wife, Beverly, also attended the presentation.

Partners-In-Charge, A Response to OSA Goals and Objectives

It is not a new management concept in the Office of State Architect (OSA). In fact it has been used before, several years ago, but this time it has met with overwhelming approval. The concept is Partners-In-Charge (PIC). It is an industry concept used by architects in the private sector. Each principal or "partner" in the firm is "in charge" of certain clients' projects.

At OSA two Supervising Architects, one Senior Landscape Architect and one Chief Architect have been appointed as partners-in-charge. Each has been designated as the office representative for a selected group of client agencies. Status meetings are held on a monthly basis with each client agency and their PIC. According to Larry Guthrie, who is responsible for reinstituting this concept, the PIC concept provides OSA's clients with a single point of contact for information and action regarding their respective projects.

Assisting the PIC's in tracking the progress of the projects are the in-house staff coordinators who also are assigned to various agencies and prepare the vital documents necessary to initiate the project from the very beginning.

The establishment of the Partners-In-Charge program is in response to the goals and objectives that were developed by State Architect, Michael Bocchicchio and the OSA Management Team shortly after Mr. Bocchicchio's appointment. The objectives of OSA are as follows:

- Quality/timeliness of service
- Improved communications
- Cost effectiveness
- Staff professional development

"PIC ties right into the overall goals and objectives of OSA," said Mr. Guthrie. "By improving communications between OSA and its client agencies we will be better able to produce a higher quality of service on a more timely basis. The bottom line is service. We are a service agency, here to serve the engi-

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WPAD Springs Forth Into Action

by Georgia Lee

Spring is the time of year when most Department of General Services Offices are setting goals and establishing timetables for achieving those goals. In these last few weeks near the end of our fiscal year, it can also be a time for reflecting on previous months activities. The Women's Program Advisory Committee (WPAC) is following this springtime trend of goalsetting and reflecting. For the past three general meetings, members have considered many items and goals for the coming fiscal year. Since the WPAC serves in an advisory capacity to the Department's Women's Program, the proposed 1987-88 goals are consistent with the overall purpose of the program — focussing on and recommending solutions to issues of concern to DGS women.

Some of the goals contemplated for FY87-88 are:

- Development and approval of a Departmental Career Development Rotation Program.
- Determining the feasibility of broader use of job-sharing and flextime.
- Expanding the WPAC structure to better serve DGS women in areas outside of Sacramento.
- Restructuring the WPAC newsletter to broaden its effectiveness as a women's awareness medium, and development of other media toward that purpose.

In its advisory capacity, the WPAC makes recommendations to the Women's Program Officer, the EEO Officer,

and ultimately to the Director of General Services. These recommendations touch upon a variety of areas and can result in departmental policy changes. Since General Services is diverse in its functions and employee composition, ideally, the WPAC should reflect that diversity in its composition and breadth of recommendations. Achieving this ideal means hearing from and interacting with as many employees as possible.

Toward that end, the WPAC earlier this year conducted a department-wide survey to fulfill a necessary role of providing women a vehicle for voicing concerns to our major decision makers. Survey responses brought forth many new issues to be undertaken by the WPAC, and we thank those of you who participated.

To ensure that these and other issues are properly channeled and receive adequate attention, the WPAC is reorganizing into permanent subcommittees for 1987-88 and the future. These subcommittees will investigate issues falling within the realm of their designated function. Proposed subcommittees are:

- Upward Mobility/Career Development
- Information and Reports
- Intake and Employment
- Women in Trades
- Employee Relations

The WPAC is gearing up for what promises to be one of its most productive periods in recent months. Participation in this process is encouraged. Any input, comments or membership inquiries may be directed to WPAC President, Shirley Oglethorpe, at (916) 973-3731 or Vice-President/Information Officer, Jeannine Gendar (916) 323-4600 (ATSS 473-4600).

Following are current WPAC members, any of whom may be contacted for information:

- Marianne Arenas-Fleet Administration 445-7529
- Lynn Catania-Administrative Services, Testing Office 323-7472
- Gale Chew-Telecommunications 322-7905
- Laurie Duval-State Architect 445-7152
- O.J. Findleton-DGS EEO Officer 324-7108
- Jeannine Gendar-Procurement 323-4600

- Linda D. Jimenez-Energy Assessments 324-1278
- Georgia Lee-DGS Women's Program Officer 324-7108
- Charlene MacKenzie-Buildings and Grounds 369-4940
- Rosa Nishimura-Local Assistance 445-3160
- Shirley Oglethorpe-Procurement 973-3731
- Stephanie Purcell-Buildings and Grounds 445-2511
- Casey Randall-Chief, Fleet Administration 445-7526
- Becky Roller-Fleet Administration 322-0661
- Marianna Stevens-Administrative Services Testing Office 445-0789

The Formation of a DGS Hispanic Task Force

by Louis B. Loera

During May 1987, Director W. J. Anthony approved the formation of a Departmental Hispanic Task Force (HTF) to assist General Services in meeting its affirmative action goals and objectives for Hispanics within three years. The membership to the HTF will consist of 26 departmental employees, representing job categories and geographic distribution of the department's workforce. At least 50% of the membership will be Hispanic.

Subcommittees will look into the issues of:

1. Hiring of Hispanics
2. Examinations and their impact on Hispanics
3. Employment of Hispanics through appointments
4. Upward mobility/Career Development training for Hispanics
5. Identification of cultural attitudes and barriers that may restrict recruitment of Hispanics.

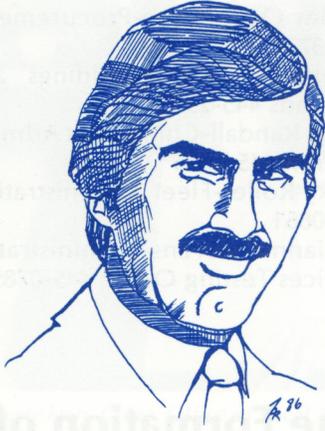
Additionally the subcommittees will make recommendations regarding policy, program and/or procedures.

To qualify, General Services employees should be supportive of the principles of affirmative action and equal employment opportunity and

(Continued on page 20)

EMPHASIZE SAFETY TO AVOID ACCIDENTS

by Clare V. Bluemel
Safety and Return-to-Work Coordinator



Safety is not glamorous nor exciting, but it is such an important part of everything we do that our very lives may depend upon whether or not we take it seriously.

There are countless stories in the archives of hospital emergency rooms which attest to the needless pain and suffering that has resulted from a momentary disregard for safe work practices.

MAINTAINING AN INTEREST IN SAFETY IS THE KEY

To sustain an interest in and dedication to maintaining an ongoing safety awareness in the workplace, is one of the main challenges facing management today. For without daily emphasis, most of us tend to focus on the task at hand and the quickest method of its completion. When we do this the consequences are predictable . . . eventually we suffer a strained back, crushed foot, severed member, or worse.

According to the National Safety Council the most frequently asked question by managers is "How can I **keep** workers and myself interested in safety?"

In my opinion, there is not a single safety program that will remain viable year in and year out. To be effective a program must have many facets and perhaps none more important than always remaining receptive to change. To rotate safety committee members, offer incentives, change posters, show

films, use stickers and any other gimmicks that reestablish interest are all worthwhile. Also, schedule safety speakers and demonstrate correct methods for performing those tasks which have resulted in on-the-job injuries. Then of course correct unsafe behavior, but always in a **positive** way.

SAFETY RULES MUST BE ENFORCED

There is one part of the safety program that is rarely subject to change and that deals with a set of rules which govern the safe work practices of a given operation. In an office environment the list may be as basic as cleaning up spills, using the stairwell's handrails, keeping pathways clear and file drawers closed when not in use; however, there are more complex rules for a blue collar operation. Often blue collar operations require the use of guards and safety devices for hand tools and industrial machinery or equipment. To by-pass, or otherwise override a safety device to increase output is not only foolhardy, but dangerous. Because as stated in an earlier article an employee will get away with that unsafe act 55 times, but then it will result in his/her injury. When a safety device is ignored to increase output and an accident occurs, and it will, the employer loses much more than could ever have been gained, as production goals are jeopardized and compensation costs escalate.

SAFETY IS COMMON SENSE

Unfortunately there will always be industrial accidents, but if we pay full attention to the task at hand, use proper safety gear, follow the rules and use a little common sense, we will not be the victims.

Editors Note: Clare has decided to take advantage of the Golden Handshake opportunity so this will be his last article for OUTLOOK. Thank you Clare, for sharing your expertise in the area of safety. We wish you well in your retirement plans.



LARRY GUTHRIE
Office of The State Architect

Partners-in-Charge...

(Continued from page 16)

neering and architectural needs of other state agencies."

Currently, OSA is involved in over 800 projects with client agencies. With the PIC concept in place, supported by the on-going Coordination Unit, OSA client projects will be better coordinated and scheduled, allowing clients a more simplified approach to obtaining information and project status. Some clients have multiple projects within OSA and those will also be better co-ordinated with each other and this will help eliminate conflict and overlapping of projects which may have occurred in the past.

The four appointed PIC's have worked with their client agencies for many years. They are familiar with both the agency and the projects. This personalized approach to service gives the office a "face" instead of just a name. Personalizing the service also encourages clients to come forth seeking counsel and advice concerning future projects. OSA is anxious to be of assistance as early as possible in helping their clients define project goals and objectives.

This is just one of several new management programs that are being initiated at OSA in response to the goals and objectives as established by the Management Team.

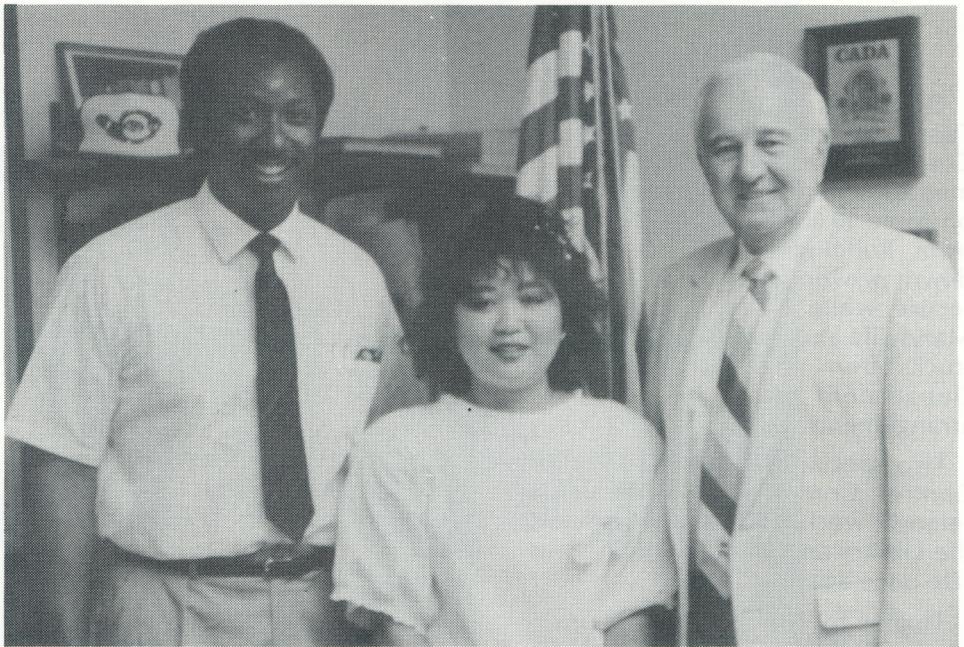
DGS, Real Estate & Buildings Division Used as a Model

The Real Estate and Building Division hosted a March 17-19 visit with four managers from the State of Washington's Department of Administration. They were on a fact-finding mission to learn more about the capitol outlay, facility planning and real estate leasing responsibilities of the Division.

An audit report completed by the CPA firm of Arthur Young and Company recommended that the State of Washington study the Real Estate and Building Division's operations as a model in restructuring their own operations.

Meetings were scheduled with the Office of Real Estate and Design Services, Office of the State Architect and Office of Project Development and Management. The delegation also toured the historic State Capitol and several State child care facilities.

The information obtained by the managers will hopefully contribute to more efficient operations in the State of Washington. In addition, information about California's restoration of the State Capitol and about the State's child care facilities will assist the State of Washington in their own related projects.



Lea Duarte, (c) Office of Fiscal Services is congratulated by Michael Kelley, Deputy Director and W. J. Anthony, Director, on her recent citizenship.

Lea Duarte, OFS Becomes a Citizen

April 29, 1987, is a day Lea Duarte will never forget. She and 7999 other people became citizens of the United States during a ceremony held in the Los Angeles Convention Center.

Born in Angeles City, Philippines, Lea and her family (mom, dad, 3 brothers, and sister) immigrated to the U.S. back in 1978.

After arriving in Los Angeles, she was hired as a stenographer with the Dept. of Industrial Relations. In December 1986 she transferred to the DGS, Office of Fiscal Services, as an Account Clerk II.

To celebrate the occasion, W.J.

Anthony, Director, personally congratulated Lea in his office.

"This occasion holds special meaning for me," said Mr. Anthony. "My father was also an immigrant to this country and was very proud of his citizenship. Through his pride and love of country, I learned the importance of citizenship as a young child."

Friends and co-workers at the Office of Fiscal Services celebrated the event with cakes decorated like the American flag. Lea said she counted the stars just to "make sure there were fifty."



State Police Chief, Joe Sandoval swears in two new Captains, Russ Kinderman (l) and Howard Hughie (r).

STATE POLICE HAVE TWO NEW CAPTAINS

State Police Chief Joe Sandoval swore in two new Captains, Russ Kinderman and Howard Hughie at the Los Angeles State Building on March 27, 1987.

Both are retired lieutenants from the Los Angeles Police Department (L.A.P.D.) and bring over a half a century of experience and expertise with them.

Captain Kinderman, a 27-year police veteran, worked in Training, Personnel, Public Affairs and the Tactical Operations Group to name a

few. He attended CSU, Long Beach where he received his Bachelor of Arts Degree, then attended CSU, Northridge where he obtained his Masters Degree. He is assigned to the Sacramento District Office.

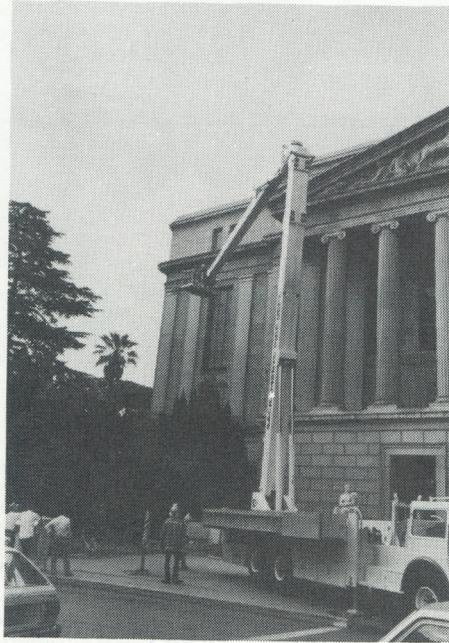
Captain Hughie, a University of Redlands graduate, completed many special assignments in his 26 years with L.A.P.D., some of which were Burglary /Auto Theft Prevention, Training, Personnel and Internal Affairs. He will remain in Los Angeles and is assigned to the Los Angeles District Office.

TO BEE OR NOT TO BEE

On Friday, May 8, 1987, the "Bee" Team arrived at the Library and Courts Building in downtown Sacramento. A predawn strike was made on some 10,000 bees. The Bee Team from Buildings and Grounds laid down plywood and kept the area secure, while a Caltrans truck from Marysville and two hook and ladder trucks from the Sacramento Fire Department made the necessary arrangements.

Two specialists from Pro-Kill Pest Control Company did the actual removal work, and two hours later, the Library and Courts building was safe once again.

Thanks to Tom Hamilton, Supervisor of Building Trades and of course the Bee Team: Henry Collins, Edwin Wong and Darvin McCauley.



Bee Team at Work

Hispanic Task Force...

(Continued from page 17)

sensitive to the unique needs of Hispanics.

The HTF will meet monthly, primarily in Sacramento, but may also meet in Los Angeles or San Francisco as business requires.

Office Chiefs are authorized to permit release time for HTF members to attend monthly and sub-committee meetings (approximately 12 hours per month).

If you are interested in membership on the HTF, please submit a letter of interest to Louis Loera at:

Louis B. Loera, EEO Analyst
Department of General Services
Equal Employment Opportunity
Office

915 Capitol Mall, Room 235 IMS C-56
Sacramento, CA 95814

Should you desire additional information regarding the HTF, please contact Louis Loera at (916) 324-7108; ATSS 454-7108, or TDD (916) 324-0940; ATSS 454-0940.

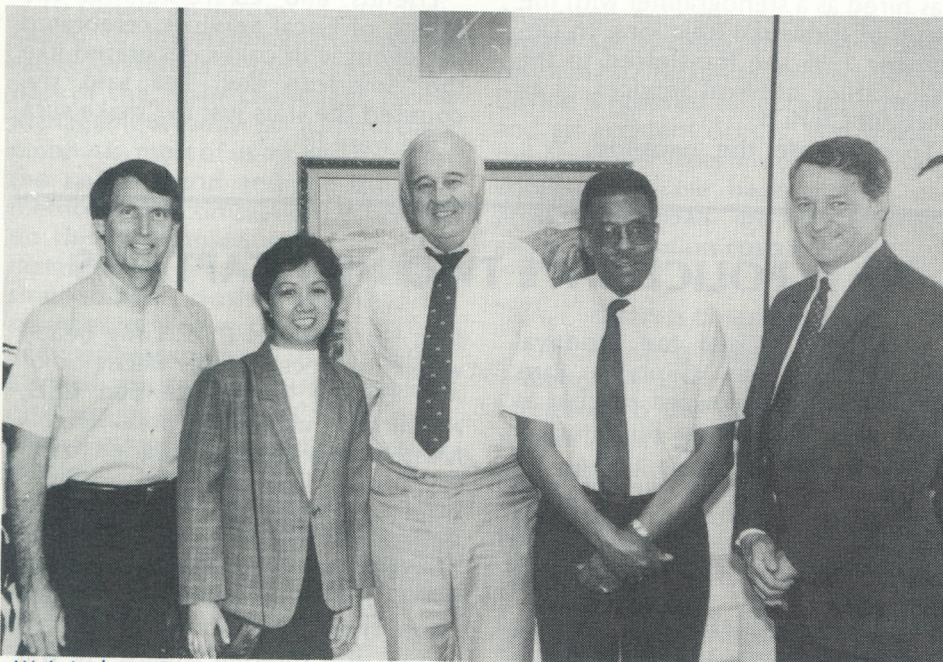
A Citizen of the Republic of the Philippines Visits DGS As Part of a Fellowship Program

The Department of General Services and particularly the Office of Project Development and Management (OPDM) was proud to have

been chosen by the Asia Foundation as the office in which Ms. Joy Quintos was assigned for a two month fellowship program. Ms. Quintos is a Senior

Economic Development Specialist with the National Economic and Development Authority in the government of the Republic of the Philippines. In the Philippines, Ms. Quintos is involved with evaluating and prioritizing national projects, determining the availability and allocation of resources for those projects and conducting various program analyses involved in implementing such projects.

While in OPDM, Ms. Quintos was introduced to many people in General Services and other State departments. Her meetings and hands-on experience provided her knowledge on how the State of California plans, programs and evaluates new projects and facilities, conducts economic analysis, develops budgets and determines alternatives to project financing. Perhaps the greatest gift Ms. Quintos gave to OPDM was her enthusiasm to learn about the California State government and the insightful questions she asked, all of which made us think more about our work.



W. J. Anthony, Director (c) welcomes Joy Quintos to the Department. Also welcoming her are Jim Hargrove (l) Office of Project Development & Management; Robert Wright, Deputy Director; and Mike Smith, Chief, Office of Project Development & Management.