

One DGS!

The Newsletter **FOR** Employees **BY** Employees

What's Inside

TD Telecommunication Division: Keeping California Connected...2

OPSC Public School Construction:
Funding a New Generation of Classrooms...3

DSA State Architect: The State's Blueprint for Safe,
Accessible, Energy Efficient Schools...4

ORIM Risk and Insurance Management:
Making California a Safer Place...5

OHR News about Benefits, Training and more...12

! Guess the Mystery Photo...14

New Technology Helps Power DGS Office Buildings

by Deborah Furlow, EM

EM **OFS** **ORIM** **OLS** **RESD** Teamwork. That's what "One DGS" is all about. For a current example of DGS teamwork in action, you need look no farther than a project involving DGS-owned office buildings and something called distributed generation. Put simply, distributed generation technology allows energy to be produced for on-site consumption. It's part of the Davis Administration's commitment to clean, energy-efficient and renewable power generation technologies as the preferred method of producing electricity in California.

The pilot project entered into by DGS Energy Management involves several other players within the department working together: the Office of Legal Services developed a new lease purchase/energy agreement, the Office of Risk and Insurance Management reviewed insurance documents, the Real Estate

continued on page 14...



From left: **Frank Arteaga**, RESD Building Manager; **Patrick McCoy**, EM Project Manager; and **David Omosheyin**, RESD Chief Engineer stand in front of the distributed generation "power plant" installed at the PUC Building in San Francisco.

Interim Director's Message

by Clothilde Hewlett, Interim Director



It's been said that employees are a successful organization's greatest asset. I couldn't agree more.

In order for us to continue being successful, we want to help you achieve the fullest development of your skills--both personally and professionally.

To that end, we are going to offer several new opportunities for comprehensive training, employee recognition and mentoring.

Through its *Training and Performance Section*, the DGS Office of Human Resources is organizing several workshops and classes on topics including:

- Customer Service Excellence
- Effective Communication
- Building Effective Teams
- Time Management
- Business Writing

In addition to new training opportunities, we are also creating new ways to recognize your achievements at the

DGS, both as individuals and as a team member. Among other things, I will be hosting an annual employee recognition event to highlight your successes.



Finally, I am encouraging you to give back to your community by becoming a mentor. Considering that more than 11 million children and teens are either home alone or hanging-out unsupervised after school, you can make a real difference in their lives by volunteering just a few hours a week or month. In fact, the state will match every hour you serve as a mentor, up to 40 hours a year. My goal is for one in every ten DGS employees to get involved in the statewide Mentoring Program.

Training, recognition and helping others: three more reasons why the DGS is a great place to work. **i**

Telecommunications Division

KEEPING CALIFORNIA CONNECTED

By Michelle Allen, TD

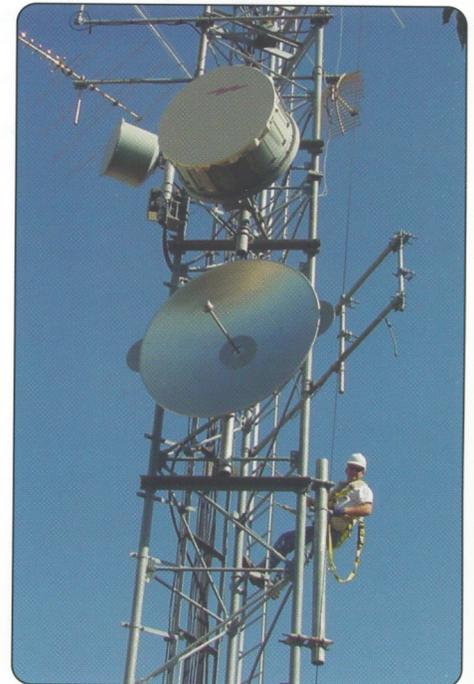


California citizens and government agencies depend upon state-managed telecommunication systems to conduct routine business and obtain assistance during emergencies. About 500 dedicated people make up the DGS Telecommunications Division (TD), working behind the scenes statewide in three offices to ensure that these essential systems are there when needed.

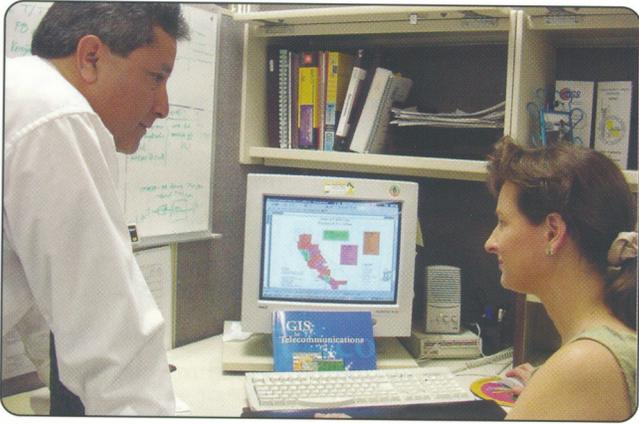
The California 9-1-1 Emergency Communications Office serves more than 34 million people in 58 counties. Employees provide oversight of the 9-1-1 network and about 500 police, fire, and paramedic dispatch centers, also known as Public Safety Answering Points or PSAPs. Their dedication helps keep Californians connected during times of crisis.

The Office of Public Safety Radio Service (PSRS) has supported the public safety sector for more than 50 years. From scaling 100-foot tall radio antenna towers to do installation and maintenance, to repairing mobile communication units in CHP patrol cars and Department of Forestry outposts, employees have made the

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Telecom Technician **Dennis Parham** climbs a 60-foot tall communications tower, one of some 700 towers maintained by TD. (Photo by Ken Hunt)



Telecom Systems analyst **David Sanchez** and Associate Telecom Engineer **Donna Pena** discuss plans for California's wireless 9-1-1 system. (Photo by Ken Hunt)

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PSRS the state's one-stop shop for public emergency radio systems support.

With excellent customer service in mind, the Office of Network Services (ONS) helps federal, state and local government agencies effectively utilize the state's voice and data networks, and stay connected to the best available rates, services, and equipment to meet business needs. This is accomplished through competitively bid master telecommunications and consultant contracts, and proactive project management.

Much has changed in the world of telecommunications since the TD was created in 1947, but one thing remains constant: the dedication of TD employees who strive to meet California's emergency and business communications needs. **i**



Telecom Systems Analyst **Ken Goodwin** checks a phone connection for the Office of Network Services. (Photo by Ken Hunt)

Office of Public School Construction: Funding a New Generation of Classrooms

By Carol Shellenberger, OPSC



Chances are that new elementary or high school being built or repaired in your neighborhood is probably utilizing state bond money distributed by the Office of Public School Construction (OPSC). Since December 1998, the OPSC has made more than \$6.2 billion in school bond funding available to school districts statewide for the construction of new schools and modernization of existing ones. This money has funded more than 700 new school projects providing new classrooms for more than 300,000 kids. Funding of more than 1,600 modernization projects has resulted in upgraded and repaired schools and classrooms for approximately 920,000 students.

As staff to the State Allocation Board (SAB), the OPSC helps some 1,000 school districts around the state obtain funding for their projects through a variety of programs, the largest of which is known as the School Facility Program/Prop. 1A. Under this program, OPSC Project Managers are responsible for reviewing and processing hundreds of funding applications, and assisting school districts throughout the application process.

continued on page 12...



From left, OPSC Plan Review Team Supervisor **Engel Navea** reviews a set of construction plans with OPSC Program Services Supervisor **Lina Lessa**. (Photo by Rhonda Greene)

Division of the State Architect

THE STATE'S BLUEPRINT FOR SAFE, ACCESSIBLE, ENERGY EFFICIENT SCHOOLS

by Alexis Palecek, Public Affairs Office



California has a long history of building buildings that are not only testaments to architectural achievement, but are also counted among the most seismically safe, structurally sound and accessible in the world. That legacy is due, in no small part, to the efforts of the people of the Division of the State Architect (DSA).

The DSA employs 185 architects, structural engineers and other professionals in Sacramento, San Diego, Los Angeles, and Oakland. The DSA's roots date back to the 1850's when the Legislature created the Chief Engineer and Commissioner of Internal Improvements.

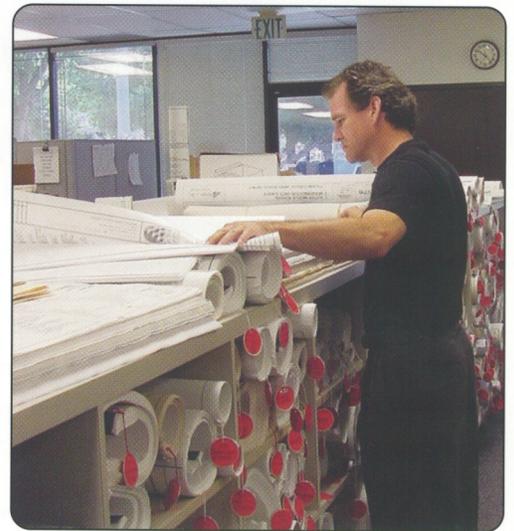
Employees with the Structural Safety Program review thousands of design and construction plans involving public schools, community colleges, and state-owned "essential services" buildings such as forest fire stations.

The Fire and Life Safety Program employs professionals who provide review and consultation on fire prevention and other safety features in public school construction projects.

The Office of Universal Design develops and maintains the codes and standards that ensure buildings throughout the state are accessible to all.

The Project Inspector Program trains, tests and certifies school construction inspectors.

In addition to maintaining the state's legacy of building safe and accessible buildings, the DSA is also crafting a vision for offices and classrooms that are designed to be energy efficient, and to contribute to the productivity of all who work, visit, learn, or teach in them. 



District Structural Engineer **John Barnett** reviews plans. (Photo by Alexis Palecek)



Associate Architect **Tony Florendo** and Structural Engineer Associate **Chen Li** confer on school plans. (Photo by Alexis Palecek)



Fire Life Safety Officer **Barbara Harry** discusses design issues with a client at the DSA Regional Office in Sacramento. (Photo by Alexis Palecek)

Ralph Maurer Says 'So Long'

By Jan Dietz, ORIM



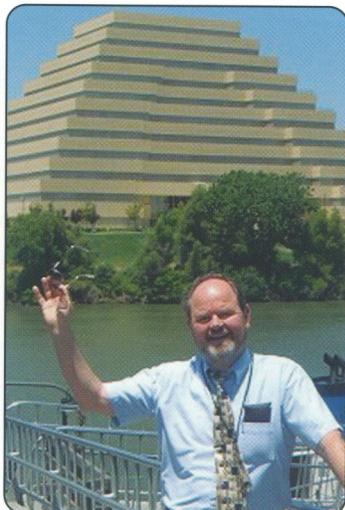
After 42 years of state service, **Ralph Maurer**, the Chief of the Office of Risk and Insurance Management (ORIM) has hung up his "Risk Manager" hat and put on the state retiree hat!

Ralph began his state service in 1959 working as a Psychiatric Technician at Patton State Hospital. He worked at Patton on and off until 1971 while pursuing his college degree. In 1971 Ralph and his wife moved from the San Bernardino area to Sacramento. He returned to state service in 1972 as a Disability Retirement Officer at PERS in 1972.

The DGS became Ralph's home in 1975 in what was called the Insurance Office. He worked his way up from an Assistant Insurance Officer to Office Chief. Ralph's enthusiasm and love for the ORIM is reflected in his many accomplishments: developing and establishing the DGS Return to Work and Safety Program, the State Workers' Compensation and Safety Program, the Governor's Employee Safety Awards Program, the Basic Safety Training Program for state departmental safety officers, the Foster Care Liability Program for the Department of Social Services, the Governor's Risk Management Advisory Committee, Owner Controlled Insurance Program on state construction projects, and the newly formed position of the DGS Emergency Preparedness Manager.

His future "retiree" plans include taking time to be with his grandchildren; working on his home; catching up on reading, especially works by Mark Twain; traveling; and continuing his volunteer work with his church.

Happy retirement and best wishes! 📌



Office of Risk and Insurance Management

MAKING CALIFORNIA A SAFER PLACE

By Kathy Hanford, ORIM



Nothing in life is without risk. And accidents happen. But that doesn't mean we can't reduce our exposure to both. The Office of Risk and Insurance Management (ORIM) works to prevent or minimize risks to state employees and state property.

ORIM's Claims Unit is responsible for adjusting motor vehicle and general liability accident claims. About 6,500 accidents are reported annually. If a state employee is

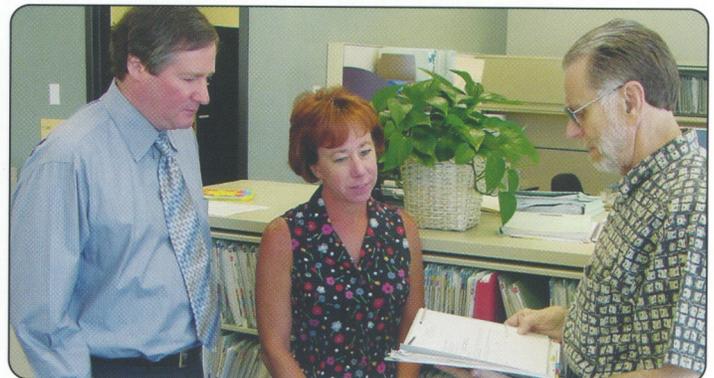


Claims Unit Staff Services Analyst **Yolanda Montgomery** (left) checks the status of a claim in the Damage Recovery Section with Office Tech **Cathy Gaston**. (Photo by Ken Hunt)

involved in a vehicle accident, the Claims Unit investigates, evaluates, and, if necessary, negotiates a settlement.

ORIM's Insurance Services Unit procures commercial, property, liability, and some benefits insurance on behalf of other state departments. The Services Unit shops around to find the needed protection for

continued on page 13...



Reviewing an Insurance Services Unit account are, left to right, Staff Risk Analyst **Mike Abbott**, and Associate Risk Analysts **Charl Sanchez** and **Dave Thomson**. (Photo by Ken Hunt)

Office of Human Resources

HERE TO HELP

By Linda Bender, OHR

OHR If you have a question about your medical benefits, a promotion, or a job exam, the Office of Human Resources (OHR) is where to turn for answers. The OHR provides human resource services to all DGS employees, as well as nearly two dozen boards and commissions and their employees.

Made up of seven sections and some 80 employees, the OHR is committed to providing you with the information and assistance you need for every aspect of your employment.

Probably the most important service the OHR provides to any employee is their benefits and compensation package. However, the OHR provides many other personnel management services as well.

These services include: interpreting labor contracts; mediating and/or arbitrating grievances; posting and auditing work hours and leave usage and balances; conducting training; administering examinations; providing workers' compensation and return-to-work consultation; assessing performance needs; providing the Employee Assistance Program; administering the Mentoring Project; posting Job
continued on page 13...



Personnel Selection Analyst **Susan Bulmer** prepares packets for an upcoming Exam Panel. (Photo by Rhonda Greene)

Human Relations Interim Chief Announced

By Linda Bender, OHR

OHR The DGS Executive Staff recently announced the appointment of **Deborah Vaughn** to the position of Interim Chief of the Office of Human Resources. Deborah accepted the interim appointment in June, following **Deborah Boulder's** movement to the Executive Office.



(Photo by Rhonda Greene)

Deborah holds a Bachelor's Degree from CSUS in Business Administration. Her 29-year state service career includes experience in Personnel Administration, Contract Management and Facilities Management. She achieved certification in Facilities Management and Real Property Administration through CSUS and the Building Owners and Managers Association. Most recently, Deborah served as Chief of the Office of Fleet Administration.

"I am pleased to have the opportunity to work again in personnel administration," said Deborah. "I have always been an advocate of customer service and the OHR will continue to provide superior communication with all the DGS staff and its clients. If you have any questions, concerns or suggestions, our 'door' is always open."

Deborah and her husband, Walter, have a 23-year-old son, Terrence, who graduated from Cal Poly in December 2000, and now works and lives in South San Francisco. When not at work, the couple enjoys home projects and many recreational outdoor activities. Additional residents include two charming dogs; one very sweet 16-year-old German Shepherd, Friski, and a very active 2-year-old with a short attention span, Foxxi (inherited from their son when he graduated from college). **i**

OFA Earns National Award for Environmental Leadership

By Mary Gentry, OFA



For outstanding accomplishments in the field of environmental quality, the DGS Office of Fleet Administration (OFA) received the prestigious “Honda Environmental Leadership Award.” The award was presented at the National Conference of State Fleet Administrators annual meeting.

The Honda Environmental Leadership Award is presented annually to an organization whose “leadership role and innovative programs advance awareness and commitment” toward improving environmental conditions. As the OFA continually demonstrates its leadership by participating in outreach programs to provide educational awareness to private and public arenas, it also promotes the purchase of environmentally-friendly, low and ultra-low emission vehicles. The award is on display at OFA’s Administration Office, 802 Q Street, Sacramento. **i**



Fleet staffers show off the Honda Environmental Leadership Award and one of DGS’ Hybrid Electric vehicles. From Left to Right: **Karen Susoev, Rick Shedd, Rick Slama, Steve Neilsen and Richard Battersby.** (Photo by Rhonda Greene)



State Garage Celebrates Golden Anniversary in Sacramento

By Mary Gentry, OFA



Millions of tune-ups, oil changes, and tire changes later the DGS Office of Fleet Administration’s (OFA) State Garage in Sacramento has celebrated quite a milestone. A ceremony marking the garage’s 50th anniversary was held in June to celebrate OFA employees, customer service, and technology.

Fifty years ago, Automotive Management was established in the Department of Finance to administer and control a statewide fleet of vehicles. In 1963, the Automotive Management Section was transferred to the newly established Department of General Services and the name was changed to Transportation Division, and later Fleet Administration Division. Finally, in 1983, the name was officially changed to Office of Fleet Administration.

A staff of 30 OFA employees manage more than 2,200 state vehicles at the garage, located at 1416 10th Street in downtown Sacramento. They provide short and long term rentals, vehicle reservations, preventive maintenance, and automotive repairs. **i**



Interim Director **Cloey Hewlett** cuts the 50th Anniversary ribbon as Fleet staff and invited guests look on. (Photo by Mike Scobee, OFA)

DGS Holds 1st Annual Ziggurat Craft Faire



Mark your calendars for the 1st Annual Ziggurat California State Employees Charitable Campaign (CSECC) Craft Faire. The craft faire will be held on Thursday, October 31, 2002 from 9:00 a.m. to 3:00 p.m. in the First Floor training and conference rooms at the Ziggurat.

A drawing will be held to benefit CSECC. Craft faire vendors will donate drawing prizes.

DGS Ziggurat employees and their family members will be given first preference in participating as a vendor at the faire. A refundable \$15 reservation fee is required. Specific details and vendor sign-up information is available from OHR personnel liaisons.

The Real "Magic Pill"

By DGS Health and Wellness Coordinator Tim Streeper, ORIM



Are those loose fitting pants you bought last summer requiring some extra effort to button this summer? Do you look at yourself in the mirror and wonder when your body was taken over by a very large alien? Have you ever said, "Tomorrow I'm going on a diet?" If you answered yes to any of these questions, it's probably time to start doing something about it.

The question I'm most frequently asked is, "What's the fastest way to lose 20 pounds?"

While there are several rapid weight loss techniques out there, it is extremely rare when any of them promote safe, long-term weight loss. Often, with rapid weight loss techniques, quick results are attained, however the weight almost always returns as fast or faster than it was lost. Additionally, these methods involve practices that are detrimental to our long-term health.

The safest, most effective method of weight loss requires the adoption of a change in lifestyle. There is no "magic pill". That's just the way it is. The answer to the weight loss dilemma is actually very simply stated.

Exercise more and eat less, period.

For every 3,500 calories we go in the hole, we lose a pound of fat. For every 3,500 calories we ingest in surplus, we gain a pound of fat. The method I recommend to almost everyone is this: reduce the total calories you eat every day by 400-500 calories, and get at least 400-500 calories of exercise on most days. At this rate, a person will lose approximately 1.5 to 2 pounds a week, or about 20 pounds in 3 months. It sounds simple, but experience has proven that this is much easier said than done. Additionally, the process does not stop once the weight has been lost. A sensible diet and regular exercise are the keys to maintaining a healthy weight.

Now is the perfect time to start looking out for your health.

For more information on sensible weight loss, contact Tim @ (916) 376-1916.

Activity*	Calories Burned Per Hour
Bicycling 6 mph	240
Bicycling 12 mph	410
Jogging 5.5 mph	740
Jogging 7 mph	920
Jumping rope	750
Running in place	650
Running 10 mph	1,280
Skiing (cross-country)	700
Swimming 25 yds/min	275
Swimming 50 yds/min	500
Tennis (singles)	400
Walking 2 mph	240
Walking 4 mph	440

*Figures are an average. Actual figures vary according to body weight.

Source: American Heart Association and the National Heart, Lung, and Blood Institute.

DGS Energy Fairs A Huge Success

By Lydia Barron and Deborah Furlow, EM

RESD When it comes to energy conservation and energy efficiency, the DGS continues to lead by example.



A trio of DGS-sponsored energy fairs was kicked off this summer with an event held on the steps of the State Capitol in June. Several state and federal agencies, local utilities and energy conservation companies were on hand displaying innovative ways to save energy.

The DGS featured several types of energy efficient lighting systems, while Caltrans showcased its new, energy saving traffic lights and signal control battery back-up system. The Air Resources Board displayed its fleet of hybrid and electric cars. A second fair was held at the Elihu Harris State Building in Oakland, and a third took place at the Ronald Reagan State Building in Los Angeles.

The Capitol energy fair was coordinated by Real Estate Services Division's (RESD) **Michael Goble** and **Misti Armstrong**, and Energy Management's **Lydia Barron**. RESD staff from the Central Plant and Capitol Historic Region assisted with the set-up preparations. RESD's **Ernest Gibson** and **Alan Endo** put together the Oakland fair, and RESD's **John Evans** did the same in Los Angeles.

Conservation: it's a way of life.

Keep Flexing Your Power



Here are a few energy saving tips to keep in mind while the summer heat is still on...

- Turn Up Your Thermostat
- Reduce Your Lighting
- Be Energy Smart With Office Equipment
- Use Shades and Blinds

For more ideas on how to save energy and money, please visit www.flexyourpower.ca.gov



One DGS = Two Superior Accomplishment Awards

By Kay Lee, RESD



In the spirit of One DGS, a pair of employees from two separate DGS offices teamed-up to provide the Real Estate Services Division (RESD) with an information technology solution. Both employees were rewarded by RESD for their efforts with a pair of Gold Superior Performance Awards. **Suzanne Wong** of RESD, and Office of Technology Resources employee **Ruby Shepherd** were honored for programming two very complex reports for RESD in the Activity Based Management System or ABMS.

continued on page 13...



DGS employees staff an energy fair information booth on the Capitol south steps. (Photo by Michael Goble, RESD)



Standing from left to right: **Deborah Hysen**, RESD Assistant Deputy Director; **Peg Hudson**, PMB Chief; **Dennis Dunne**, DGS Chief Deputy Director; **Terry Kurosaka**, OTR ABMS Services Manager; **Bruce van der Schyff**, OTR Acting Chief, and **Joe Sogge**, DGS Chief Information Officer. Seated from left to right: **Suzanne Wong**, PMB Associate Government Program Analyst and **Ruby Shepherd**, OTR Senior Program Analyst (Photo by Kim Fuji, RESD)

A Round of Applause



DGS employees continue to deliver excellent customer service around the state. Here's a sampling of some of the latest praise from DGS clients...

The Procurement Division (PD) won high marks from the Governor's Office for a "fabulous job" on a "successful" California Small Business Roundtable event in Silicon Valley. Kudos go out to **Deborah Pearce, Wendy Zeto, Iris Chiang, Danetta Martin, Oral Washington, Eileen Ochoa, Tracey McDaniel, Nadine Tatum-O'Bannon, Ron Rabun** and **Duke Fleming**.

The California Arts Council singled out PD's **Debra De Anda** and **Rose McClinton** for "providing professional and courteous service" to its staff regarding a contract review. The Riverside County Sheriff's Department thanked **Dan Larsen** for his "efficient and extremely professional" assistance with an acquisition through the Surplus Property Program.

Several private sector vendors wrote letters of thanks for the efforts of PD employees like **Marisa Truax** who impressed with her "excellent support" on a contract application. **Dawn Ford** was hailed for her "extraordinary efforts" on a contract renewal. **David Keskeys** of the CMAS Certification Unit was applauded for his "hard work and great customer service."

Marc Anderson and everyone else with the PD's State Contracts Register got high-fives from a small business owner for being "so helpful, courteous, efficient, and professional."

The PD's Office of Small Business and Disabled Veteran Business Enterprise Certification has a lot of satisfied customers. **Cleta Gidcumb** was praised for going "above and beyond the call of duty" by a small business who said it is "such a pleasure to work with an office that is so proactive." Another small business said of **David Golden**, "you are very lucky to have employees like David...very professional and patient." **Gloria Anderson** and **Irma**

Barbosa were thanked for "being so helpful" in expediting a certification.

The Department of Personnel Administration showed its appreciation to PD's **Debra Neisen** and **Lori Okamoto** for providing contract training that was "very helpful and informative."

Office of Fiscal Services Contracted Fiscal Services Manager **Brian Thomas** and staff really impressed the State Board of Corrections for "excellence in financial reporting." The Board thanked the entire office for doing "far more than meet all of the program's requirements" and for consistently "going the extra mile."

The Office of State Publishing's **Colleen Tschannen** and **Ed Nightingale** received high marks from the Department of Consumer Affairs Office of Privacy Protection. Both were cited for an "extraordinary level of service provided" on a recent mailing to state employees on a security problem at a data center. **Noel Soliz** impressed the California Department of Education for "terrific customer service and providing information to make critical decisions" on various printing jobs.

The Office of Public School Construction (OPSC) continues to keep school districts satisfied with great customer service. **Don Littlefield, Jason Hernandez, Noe Valadez, Victoria Latour, Lien Hoang, Irene Oliver** and **Regina Bills** were just a few OPSC employees who proved to be "very professional, knowledgeable and... display a 'can do' attitude" when helping districts obtain funding for new classrooms or school repair projects.

The Real Estate Services Division (RESA) continues to keep its customers satisfied. Employment Development Director (EDD) **Michael Bernick** sent a letter of appreciation for the successful seismic retrofit project at the EDD building on Capitol Mall. The DGS staff completed an 18-month, \$11 million dollar seismic retrofit on schedule and with minimal disruption to EDD operations. RESA

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staff involved in this project included **Joel McDonald, Mark Fulton, and Mary Hoy.**

RESD's **JoAnn Blandford** and **John Whelen** received a letter of appreciation from the State and Consumer Services Agency for the development and successful implementation of the Energy Conservation in Leased Facilities Plan. John worked very diligently to secure the cooperation of several major lessors to collect energy usage data for 2000 and the first six months of 2001. The state's energy conservation measures in leased buildings resulted in an average reduction of energy consumption of some 21 percent.

The DGS Division of the State Architect (DSA) commended **Jesus Cuevas** and **Robert Dighton** for their technical support at the School Inspector Training Program seminar sponsored by DSA. They provided materials pertinent to mechanical and electrical inspection of school construction. The letter noted that comments from attendees were "very complimentary and appreciative".

RESD's **Gary Lee** received recognition from Energy Management (EM) Manager **Randy Ferguson** for his "expertise and invaluable assistance" to EM's administrative offices, which have been growing to meet their new

responsibilities. "You were immediately able to have a positive impact on our organization," wrote Randy.

RESD Assistant Deputy Director **Deborah Hysen** sent RESD Chief **Jack Barr** a personal note thanking him for the exceptional job of preparing for and conducting a meeting with the Department of Justice (DOJ). Jack took the opportunity to thank **Adrienne Monarrez, Roland Alinea, Lee Walker, Dave Mason, Gloria Teague, James Tom, Fred Cheesebrough, Martin Fox, Donald Tarnasky** and **Joanna Walker-Harvey** for their "thorough and professional work" on the DOJ project.

Please send contributions to "A Round of Applause" (formerly known as "Orchids") care of: Ken Hunt, P.O. Box 989052, 8th Floor, West Sacramento, CA 95798-9052. 

Summer Vacation Photos Wanted



No doubt you tote your camera along during summer vacation. We would like you to share your favorite vacation photo with your fellow DGS employees? Do you have a great picture taken at Yosemite? Paris? Disneyland? Our judges will choose three winning vacation photos, and feature them in the next edition of One DGS!

Send your entry (digital at the highest resolution possible, or a 4 x 6 print, but no slides or Polaroid's) to: Ken Hunt, P.O. Box 989052, 8th Floor, West Sacramento, CA 95798-9052 by or before September 1. Send digital photos to ken.hunt@dgs.ca.gov. Include your name, a brief description of what's in the photo, and your e-mail address or phone number. Sorry, photos cannot be returned. 

News about Your Benefits, Training and More



NEW INTERVIEWING TECHNIQUES CLASS

The Office of Human Resource's Training and Performance Enhancement Section has partnered with the Equal Employment Opportunity Office to offer a new and exciting training class entitled "Interviewing Techniques". The class, which started earlier this summer, will cover items such as:

- ! Exams
- ! Interviewing Tips
- ! Role Playing
- ! Available resources

Classes will be held at the Ziggurat on August 20, September 17, October 2, October 9, November 7, November 13, December 3, and December 18 from 8:00 a.m. – Noon.

Space is limited to 15 employees per class. If you are interested in attending, please coordinate your attendance through your supervisor and Training Coordinator. Questions regarding this class may be directed to **Sandy Jimenez** at (916) 376-5375. !



HEALTH BENEFITS ENROLLMENT FOR 2003

Open enrollment for health benefits occurs each calendar year from September 3 through October 18. All employees should mark their calendars for these important dates if you wish to change health plans or your current health plan will no longer be available. Current changes, possible provider disruptions, and the latest information available about the various health plans can be obtained at the following web site: www.calpers.ca.gov/health/provider. This site also provides answers to frequently asked questions, such as, eligibility, adding family members, and changing health plans. If you have questions about available health plans during the open enrollment period, contact your division human resources staff or contact the Office of Human Resources, Personnel Transactions Unit at (916) 324-5400. !



UPCOMING POST & BID ENROLLMENT FOR BARGAINING UNITS 12 AND 15

Bargaining Unit R12 (Craft and Maintenance): October 1 through October 31, 2002 will be the annual Outside Local Work Location Post & Bid period for employees (with the exception of employees in the Telecommunications Technician class series). The Outside Local work locations are: Fresno, Los Angeles, Oakland, Redding, Sacramento, San Bernardino/Riverside, San Diego, San Francisco, San Jose, Santa Ana, Santa Rosa and Stockton. Local Post & Bid are held as recruitment for vacancies occur.

Bargaining Unit R15 (Allied Services): October 1 through October 31, 2002 will be the annual Post & Bid period for employees. The major change in this program is that eligible employees can now bid for different cities and the employee can identify an alternate person to be contacted in their absence regarding a Post & Bid offer. Post and Bid cities are: Fresno, Los Angeles/Van Nuys, Oakland, Redding, Sacramento, San Bernardino/Riverside, San Diego, San Francisco, San Jose, Santa Ana, Santa Rosa and Stockton. !

continued from page 3...



Not only are the 146 staffers of the OPSC responsible for administering billions of dollars for the School Facility Program, they also manage other programs that provide money for everything from deferred maintenance, to relocatable or "portable" classrooms.

Thanks in large part to the remarkable efforts of the people who make up the OPSC, thousands of K through 12th grade students statewide have brand new classrooms to call home. !



Office Assistant **John Shicora** re-files construction plans in the OPSC file room. (Photo by Rhonda Greene)

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the lowest available costs: everything from insurance for state employees who travel around the world promoting California trade, to coverage of art work on display at state facilities.

ORIM's Health and Safety Unit trains approximately 35,000 state employees every year in defensive driving, CPR and first aid, basic safety, and ergonomics. Along with producing safety videos and computer-based training programs, Health and Safety Unit employees administer the annual Governor's Employee Safety Awards ceremony that recognizes state employees for actions promoting health and safety both within and outside of the workplace.

Thanks to the expertise of the 30 professionals who make up the Office of Risk and Insurance Management, California is a safer place to live and work. !



CPR Instructor **Don Eddy** confers with Associate Risk Analyst **Leo Bernardini**, and Office Technician **Erin Dimmitt** who schedules CPR training classes for the Health and Safety Unit. (Photo by Leslie Masuda, ORIM)

continued from page 6...



Opportunity Bulletins (JOB); providing examination and JOB application forms; and much more.

If you need assistance in any human resources area, please contact the OHR at (916) 376-5400 for more information. To find out more about OHR and contact persons, log on to the Department's Intranet site at DGSNET. Select "DGS Offices", and then select "Human Resources". Remember that the OHR is here for YOU! !

continued from page 9...



RESD is responsible for submitting quarterly reports to the Legislature on the status of active Major Capital Outlay projects; as well as the annual Capital Outlay Annual Performance Report. These reports were originally programmed in Microsoft Access, and consisted of data for approximately 350 projects. Since ABMS is the required database to financially manage the projects, the data had to be duplicated from the Access database, which required duplicate entry.

RESD's Project Management Branch, which oversees most of the outlay projects, took the lead on creating the solution. Suzanne tested the program, designed the report and the input screen. She entered all the schedule dates and status comments for each project, ran the report, and reconciled each project's funding information

Ruby performed an outstanding job as the programmer on the reports. Her dedication and understanding of the critical nature and timeliness of the project, and her ability to write and modify the program to meet RESD's needs were invaluable contributions to the project.

After programming of the quarterly report was completed, Suzanne and Ruby designed and programmed the Annual Performance Report, which was a spin-off from the quarterly report. !



Customer Resources Technician **Dorothy Fox** provides assistance to fellow Customer Resources Technician **Lauren Chandler**. (Photo by Rhonda Greene)

continued from cover...



tion services, as well as expertise on leasing matters, while the Office of Fiscal Services helped with the billing.

Distributed generation technology will be used at three DGS-owned buildings: the Public Utility Commission building, Civic Center Complex in San Francisco, and the Elihu Harris building in Oakland.

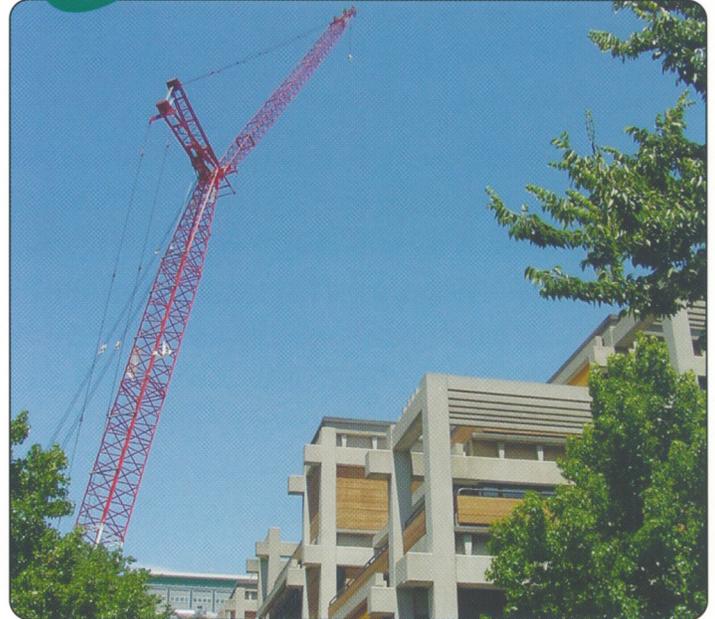
These innovative systems provide roughly 30-40 percent of the total electricity demand for each building during peak hours. In addition, these new systems reduce energy bills, increase electricity supply reliability, and serve as a viable, cost-effective model for other state agencies.

The next step is integrating distributed generation at all DGS-owned buildings, including the use of photovoltaic systems that make electricity from the sun and fuel cells as part of the power producing mix. Through distributed generation, and other technologies, the DGS is teaming together to help lead the way toward a more reliable, and renewable energy future. **i**



DGS has a new tenant in state facilities: on-site, power production technology.

Mystery Photo



Where is this giant construction crane, and what is it doing? The answer is on page 16. (Photos by Ken Hunt)

Notable Quotables



“Nobody on his deathbed ever said, ‘I wish I had spent more time at the office.’”
--Paul Tsongas

“To commit suicide in Philadelphia is an act of redundancy.”

Other examples of redundancies:

Brief moment, congregate around, enclosed within, end result, past history, close proximity, original source, proceed ahead, totally annihilate, undergraduate student.

--James M. Hotchkiss

“The most valuable of all talents is that of never using two words when one will do.”

--Thomas Jefferson

If you would like to share a favorite quote and its source, please send it to “Notable Quotables” care of: rhonda.greene@dgs.ca.gov **i**

State Employees Charitable Campaign Is Just Around the Corner

By Michelle Allen, TD



Although this year's California State Employees Charitable Campaign (formerly the United California State Employees Campaign) may have a new name, its goal remains the same: giving of ourselves to help others in need.

Here's just one recent example of how state employees like you are helping:

A family in the Sacramento area was sending two of their children to school on alternate days of the week. Upon investigation, officials learned that the family had only one pair of shoes for the children to share, thus causing the children's irregular school attendance.

One of the agencies funded by your donations provided shoes for both children so they could attend school every day of the week. This is but one of many stories that have happy endings because of your generosity.

As a group, state employees contribute almost 8 million dollars per year to United Way charities. In the Sacramento area, where some 70,000 of us work, we contribute more than 4 million of those dollars through our payroll deductions and other fundraising activities.

With the current economic climate, this year's campaign to raise more money will present new challenges. As co-chair of the 2002 California State Employees Charitable Campaign, I am asking that you commit to giving whatever you can when you receive your payroll deduction form. Just \$5 per month will provide emergency food for five families for one week. Most of us spend more than that on "take-out" in one day. Think of all the good you can do! For more info on this year's CSECC, contact **Michelle Allen** at (916) 657-9547. 



Gray Davis
Governor

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We welcome suggestions, feedback, and articles of 250 words or less. Please include your name and a work phone number, or email, for contact purposes.

Reporting information accurately is a fundamental of journalism. It is our intent to acknowledge errors promptly. To report an error, please contact Associate Editor Ken Hunt.



! Out-N-About Guide for August & September

PLACES TO GO + EVENTS TO SEE!

Courtesy of the California Division of Tourism

1 AUGUST 16-SEPTEMBER 2
CALIFORNIA STATE FAIR, SACRAMENTO
<http://bigfun.org>

2 AUGUST 23-25
AMERICAN INDIAN POWWOW,
COSTA MESA

Features American Indian culture,
dancers, singers, arts
and crafts.
<http://indiancenter.org>

**3 AUGUST: 24-
25; 31-
SEPTEMBER 2**
AFRICAN MARKETPLACE
& CULTURAL FAIRE, LOS
ANGELES

Festival includes African
American cultural arts and
crafts, traditional food.
<http://africanmarketplace.org>

4 AUGUST 24-25
ACCORDIAN FESTIVAL, COTATI

Multicultural extravaganza includes
accordion music, food, polka tent.
<http://cotatifest.com>

5 AUGUST 28-SEPTEMBER 2
TALL SHIPS CHALLENGE, SAN FRANCISCO

International parade of tall ships and self-guided ship tours.
<http://sailsanfrancisco.org>

6 AUGUST 30-SEPTEMBER 1
GREEK FESTIVAL, SACRAMENTO

Greek food, authentic music and ethnic dancers.
(916) 443-2033

7 AUGUST 30-SEPTEMBER 2
GOLD RUSH DAYS, SACRAMENTO

Catch Gold Rush fever in Old Sacramento with living history.
<http://oldsacramento.com>

8 AUGUST 31-SEPTEMBER 2
ART FESTIVAL, SAUSALITO

Features more than 20,000 original works of art; top name performers,
children's theater, music, food.
<http://sausalitoartfest.org>

9 AUGUST 31-SEPTEMBER 2
BLUES & HERITAGE FESTIVAL, OAKLAND

Showcase of West Coast blues.
<http://geocities.com/hipwayblues/bayareabluessociety.html>

10 AUGUST 31-SEPTEMBER 2
A LA CARTE, A LA PARK, SAN FRANCISCO

Non-stop food, music and fun.
<http://eventswestca.com>

11 SEPTEMBER 12-29
LOS ANGELES COUNTY FAIR, POMONA

Largest county fair in the nation.
<http://fairplex.com>

12 SEPTEMBER 20-22
JAZZ FESTIVAL, MONTEREY

World's oldest continuous jazz festival.
<http://montereyjazzfestival.org>



Answer to Mystery Photo from page 14: The 275 ton capacity crane is part of the RESD-managed atrium roof replacement project at the Gregory Bateson office building located at 1609 9th Street in Sacramento. Due to water damage, the existing roof, skylights, structural supports, and acoustic ceiling tiles above the atrium are being removed. New materials are being installed by crane including 90-foot long laminated wooden beams.