



DIGEST

Around and About

THE BOARD of Supervisors, after voicing sharp criticism of food served in the Hall of Administration cafeteria, last Tuesday (Nov. 26) ordered that the concessionaire—West Coast Food service—be notified that it must improve its meals within the next 30 days or face cancellation. The Board also asked CAO Lin Hollinger and real estate management director Art Will to submit a joint report on the cafeteria situation.

THE THREE members of the new employee relations commission are bent over the drafting board these days, drawing up rules under which County employees may choose what organization, if any, they want to represent them in negotiations over pay and working conditions. The commission, now studying comments it requested from County management and employee organizations on its first draft of rules, is expected to adopt a final version during December.

The Board of Supervisors has approved giving the commission a staff

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Volume 1 Number 22

EIGHT COMPETING FOR CAO JOB

EIGHT COUNTY executives will compete in a civil service examination to select a new Chief Administrative Officer to replace retiring Lin Hollinger.

Hollinger, after eleven years on the job, will depart Feb. 1 (although his successor technically will be "acting" CAO until April 1 when Hollinger's accumulated vacation and leave will expire).

Here are the eight candidates who had filed by the 5 p.m. deadline last Friday (Nov. 29). They are listed alphabetically:

TED DURKEE, 46, chief, management services division, CAO, since Nov. 1965. Entered the CAO's office in 1955 as an administrative analyst, became chief of the management division in 1961.

ROY HOOVER, 46, chief of CAO's special services division since July 1964. Joined County in 1953 as a civil service assistant personnel technician. Became administrative analyst with CAO in 1955, disaster services coordinator in 1958, and assistant CAO, special services, in 1963.

BALDO KRISTOVICH, 53, public administrator since 1960. Was deputy public defender, City of Los Angeles, 1940. Became deputy County counsel, 1946, assistant County counsel, 1957.

JOHN LAMBIE, 55, County engineer since 1955. Joined the County as a \$6 a day engineering clerk in 1935. Became research engineer 1946, assistant chief deputy County engineer 1952.

ELLIS PAT MURPHY, 51, director of DPSS since Jan. 1967. Joined the County in 1945 as social caseworker, became a district director, bureau of public assistance, in 1952; director of BPA in 1963; assistant superintendent of charities in 1965.

GORDON NESVIG, 47, director of personnel since Jan. 1967. Joined the County in 1954 as a CAO's budget aide, became deputy clerk of Board of Supervisors in 1955, clerk of the board in 1956, and civil service secretary and chief examiner in Sept. 1966.

HAROLD OSTLY, 56, treasurer-tax collector since 1961. Joined the County as a budget trainee in 1936. Became CAO research technician, 1938; assistant administrative officer, budgets and personnel, 1943, and contracts and franchises, 1946; County clerk-clerk of superior court, 1949.

ARTHUR G. WILL, 43, director of real estate management since 1965. Joined County as student worker, 1948. Became assistant personnel director, City of Long Beach, 1950, and budget chief, 1952. Returned to County in 1956 as APCD business manager; CAO's county-city coordinator and chief, special services, in 1958; director of small craft harbors department, 1962.

Civil service commission president Harry Albert said the commission will name four or five citizens to sit with the commission as special examiners. The commission and special examiners also will prepare the questions for the candidates.

Albert said the commission soon will announce the date of the examination.

Insurance Deadline Nears →

RUSH EXPECTED BEFORE DEC. 10 CLOSING

AT LEAST 5,000 County employees are expected to inundate the personnel department insurance section this week with a last-minute rush of applications for low-cost life insurance.

They will be trying to beat the Tuesday, Dec. 10, deadline for open enrollment. After that date, employees who want the optional insurance will have to provide "evidence of insurability" including probably a physical examination at the employee's expense.*

The optional policies are available to the 53,400 fulltime, permanent employees (already covered by a free \$2,000 policy for which the County pays the premiums).

Gunther Dumalski, insurance section manager, said more than half those who already have signed up are taking the maximum coverage—twice their annual salaries. A third of the enrollees have chosen the second option of once their annual salary, and the remaining 12 percent have subscribed for minimum coverage of one-half their yearly pay.

Dumalski said three-fourths of the subscribers also are buying insurance on their dependents, which costs an additional 50 cents a month. The remaining one-fourth of subscribers have insured only themselves.

The separate policies for accidental death or dismemberment also are finding many takers. Dumalski said 51 percent of all enrollees have ordered the AD-D coverage.

Details of the optional insurance plan appear in the green-gold booklets "Group Life Insurance Program" which were mailed in September to all employees. Additional copies are available from each department's personnel officer.

* Newly hired employees, however, will be permitted open enrollment their first 90 days on the job.

Cost of insurance

Premiums for optional life insurance are based on the employee's age, as follows:

Employee's age	Monthly cost per \$1,000 insurance
Under 20 years	8.5 cents
20 - 24 years	8.9 cents
25 - 29 years	9.6 cents
30 - 34 years	10.4 cents
35 - 39 years	13.3 cents
40 - 44 years	19.6 cents
45-49 years	30.0 cents
50 - 54 years	46.6 cents
55 - 59 years	72.9 cents
60 - 64 years	\$1.095
65 - 69 years	\$1.658

As an employee grows older and moves from one age bracket into another, his premiums automatically will rise.

Coverage for dependents

Employees who subscribe to additional insurance for themselves also may take out policies on their dependents. This coverage is \$1,000 on the life of the spouse and on each child aged six months to 21 years. The premium cost is 50 cents a month, regardless of the number of dependents.

How much insurance?

An employee may subscribe for a policy *equaling* his annual salary, or *twice* his annual salary, or *half* his annual salary. The cost per thousand is the same no matter which option he chooses.

But if a subscriber decides later to switch to higher coverage—say, from half his annual pay to twice his annual pay—he must provide evidence of insurability. On the other hand, he later may switch to lesser coverage merely by filing a new enrollment card.

Salary increases

When a subscriber's salary rises (or falls) his insurance coverage will rise or fall accordingly, without any action on his part.

AD & D Policies

An employee also may take out a separate policy against death or dismemberment from accidents. These policies have face values of \$10,000 or \$25,000 or \$50,000 or higher multiples of \$50,000. The maximum is ten times the subscriber's annual salary. A dairy inspector, for example, earning \$10,000 a year could obtain no more than \$100,000 in AD and D coverage. The premium is five cents a month for each \$1,000 coverage.

In addition to himself, an employee may insure his spouse and children for approximately half the value of his AD and D policy. This will cost an additional two cents a month per \$1,000.

Figuring annual salary

Salary figures are rounded for insurance purposes. For example, if an employee earns exactly \$7,000 a year before deductions, then that amount is used to determine his insurance coverage. But if he earns, say, \$7,200 or \$7,500 a year, his annual salary is rounded to the next highest thousand, \$8,000.

Premiums guaranteed

The County's contracts with the insuring companies provides that the premium rates shall remain unchanged for five years.

How to enroll

Any permanent, fulltime County employee may subscribe for optional life insurance by filing an enrollment card and a payroll deduction card with his department's payroll clerk. The clerk will verify the cards and send them on to the personnel department insurance section.

Cards filed before the Dec. 10 deadline will result in the first paycheck deduction Jan. 10 and coverage will begin Feb. 1. Employees who subscribed before Nov. 10 will be covered beginning Jan. 1, and those in the first wave of enrollees before Oct. 10 will have policies effective Dec. 1.

Code for deductions

A new set of code numbers have been adopted to indicate on pay-check stubs the deductions for optional life insurance. They are:

Code 11, for insurance equaling one-half annual salary; Code 12, the same plus dependent coverage.

Code 13, insurance equal to annual salary; Code 14, the same with dependent coverage.

Code 15, insurance equal to twice annual salary; Code 16, the same with dependent coverage.

Code 17, accidental death and dismemberment insurance, the employee only; Code 18, accidental death and dismemberment policy, employee and dependents.

Code A-1, insurance for superior court judges.

If an employee notes an apparent discrepancy in his deduction code, he should call the insurance section, 625-3611 extension 65667.

Four Who Enrolled -- at 43 cents up

HEAVIEST ENROLLMENT so far for County optional life insurance has come from the sheriff's department and professional employees such as engineers, nurses, social workers and probation officers. The following are typical enrollees:

SOCIAL WORKER II, age 26, single, pay \$735 a month. She has taken out a \$4,500 policy (half her annual salary rounded to the next highest thousand) with a premium of 43 cents a month. Because she travels considerably she also enrolled for the minimum accidental death and dismemberment coverage of \$10,000 for another 50 cents a month.

CIVIL ENGINEERING ASSISTANT, age 24, married, one child, pay \$819 a month. He is buying \$20,000 insurance on himself plus \$1,000 for each dependent. Total monthly cost \$2.28.

PUBLIC HEALTH NURSE, age 32, divorced, three dependent children, pay \$889 a month. She has taken out \$11,000 of optional life insurance (equal to her annual salary) plus \$1,000 coverage for each of the three children. Total payroll deduction per month \$1.64.

SHERIFF'S SERGEANT, age 42, wife and three teen-age children, pay \$992 a month. He has ordered all the protection he can get— \$24,000 life insurance for himself (twice his yearly pay), \$1,000 for each of his four dependents, \$150,000 accidental death and dismemberment coverage for himself (ten times his annual salary), \$60,000 A D and D coverage for his wife and \$5,000 A D and D for each of the three children. For this total of \$253,000 life insurance his monthly premium is \$15.70.

PREMIUM PER MONTH — by age groups

AN EMPLOYEE subscribing for optional life insurance equal to his annual salary would pay the monthly premiums shown in the table below. If he chose to have a policy equal to twice his annual salary he would pay twice the premiums shown below. And if he enrolled for coverage equal to half his annual salary, the premiums would be half the amount shown below.

Basic Monthly Salary	Amount of Life Insurance	Up to 20	20 to 24	25 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64	65 to 69
Up to \$416	\$ 5,000	\$0.43	\$0.45	\$0.48	\$0.52	\$0.67	\$0.98	\$1.50	\$2.33	\$3.65	\$ 5.48	\$ 8.29
\$ 417 - \$ 500	6,000	0.51	0.53	0.58	0.62	0.80	1.18	1.80	2.80	4.37	6.57	9.95
501 - 583	7,000	0.60	0.62	0.67	0.73	0.93	1.37	2.10	3.26	5.10	7.67	11.61
584 - 666	8,000	0.68	0.71	0.77	0.83	1.06	1.57	2.40	3.73	5.83	8.76	13.26
667 - 750	9,000	0.77	0.80	0.86	0.94	1.20	1.76	2.70	4.19	6.56	9.86	14.92
751 - 833	10,000	0.85	0.89	0.96	1.04	1.33	1.96	3.00	4.66	7.29	10.95	16.58
834 - 916	11,000	0.94	0.98	1.06	1.14	1.46	2.16	3.30	5.13	8.02	12.05	18.24
917 - 1000	12,000	1.02	1.07	1.15	1.25	1.60	2.35	3.60	5.59	8.75	13.14	19.90
1001 - 1083	13,000	1.11	1.16	1.25	1.35	1.73	2.55	3.90	6.06	9.48	14.24	21.55
1084 - 1166	14,000	1.19	1.25	1.34	1.46	1.86	2.74	4.20	6.52	10.21	15.33	23.21
1167 - 1250	15,000	1.28	1.34	1.44	1.56	2.00	2.94	4.50	6.99	10.94	16.43	24.87
1251 - 1333	16,000	1.36	1.42	1.54	1.66	2.13	3.14	4.80	7.46	11.66	17.52	26.53
1334 - 1416	17,000	1.45	1.51	1.63	1.77	2.26	3.33	5.10	7.92	12.39	18.62	28.19
1417 - 1500	18,000	1.53	1.60	1.73	1.87	2.39	3.53	5.40	8.39	13.12	19.71	29.84
1501 - 1583	19,000	1.62	1.69	1.82	1.98	2.53	3.72	5.70	8.85	13.85	20.81	31.50
1584 - 1666	20,000	1.70	1.78	1.92	2.08	2.66	3.92	6.00	9.32	14.58	21.90	33.16

Around and About

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of three—an executive secretary in a salary range of \$992-\$1,236 a month; a secretary-reporter (\$677-\$842); and a senior typist clerk.

●
CONCRETE SLAB decking is being laid on the steel skeleton of the doubledecker parking structure south of the Courthouse between Hill and Olive streets. The structure, delayed a month by a concrete workers' strike, is scheduled to be finished Jan. 20. Its 800 car spaces will provide replacement parking for Lots 10 and 19, which will go into limbo Feb. 3 when construction begins on phase two of the Mall and on the Criminal Courts building.

●
CHIEF MEDICAL examiner-coroner Thomas Noguchi is acquiring an inquest hearing officer and is enlarging his investigator staff from 16 to 22. The Board of Supervisors approved adding the positions Nov. 19 after rejecting Dr. Noguchi's request for 24 more investigators.

The Board directed CAO Lin Hollinger and Dr. Noguchi to bring back a joint report on the CAO's suggestion that the investigators cease on-scene inquiries into most deaths from routine accidents and natural causes in the central L.A. area (within ten miles of Civic Center) and use the added time to extend their investigations of non-routine deaths to all parts of the county.

Less Paper Shuffling at DPSS ?

A PROPOSED change in federal welfare rules will have "significant effect" on DPSS workers—if it is not reversed by the incoming Nixon administration. DPSS director Ellis Murphy said social workers would spend much less time on paper work

and on investigations. The new rule, beginning next July 1, would permit local welfare departments to accept an applicant's word that he needs help and to start aid at once under the needy children, totally disabled and aid to blind programs. Only vague or inconsistent applications would be investigated, along with a random sample check (ala income tax returns). Murphy said this self-declaration system has been working successfully on old-age assistance and Medi-Cal cases. He termed it another step in the trend toward separating social work from the business of determining eligibility for aid and determining the size of grants.

Tighter Security

MECHANICAL DIRECTOR Robert Sudduth says security guards patrolling the Hall of Administration fifth floor hereafter will carry a walkie talkie radio. This area, where blank County pay warrants are stored, was the scene of the fatal shooting Nov. 13 of guard Lee Roach after he struggled with an intruder. Other security measures are under study.

Sudduth told The DIGEST that tests now show Roach was shot with a .22 caliber short-barreled revolver identical with the gun used to assassinate Sen. Robert Kennedy. Earlier reports said the guard was killed with his own .38 gun.

Roach, who had been with the County three years, was the first County guard killed on duty. He left a wife and two sons, aged 2 and 17.

A suspect, a 23-year-old former County custodian discharged after his conviction for stealing business machines from the Hall of Administration, is in jail awaiting trial.

Classes for Deputies

DEPUTY SHERIFFS who want to take college courses, especially in the humanities, will receive a financial helping hand from the County starting in January.

The Board of Supervisors last Tuesday (Nov. 26) voted \$30,000 for the remainder of this fiscal year to reimburse officers for tuition and textbook costs. The amount also includes registration fees for special workshops and institutes. Up to 1,400 deputies and sergeants are expected to participate.

The program, as developed by the sheriff's and personnel departments, emphasizes courses in English, psychology, political science, anthropology, and other social sciences.

Health Plans to Open

AN OPEN enrollment period of Jan. 6 to Feb. 7 has been set for the four County-sponsored health plans—Blue Cross, CPS-Blue Shield, Ross-Loos and the Kaiser Health Foundation plan.

The personnel department employee benefits section announced any permanent, fulltime County employee may subscribe to any of the plans during this period without physical examinations or health statements.

The DIGEST of Jan. 3 will carry a double-page comparison of the four plans so that employees may decide which best suits their needs.

County of Los Angeles

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LORIN PETERSON, Editor
Editorial Office: Room 585 Hall of Administration, 222 North Grand Avenue, Los Angeles 90012
Telephone 625-3611, ext. 65878
For extra copies, extension 65912