



# DIGEST

## *Around and About*

LAST TUESDAY'S Board of Supervisors meeting (April 8) turned into Keith Klinger day as the longtime forester and fire warden announced his immediate retirement on doctor's orders ("a little heart problem"). Klinger, who had joined the department almost 35 years ago, had been its head man since the death of chief Cecil Gehr in 1953.

The Board voted him the title Tuesday of "Fire Chief Emeritus", approved naming the fire training center at Biscailuz center in his honor, and confirmed Klinger's designation of Richard Houts, chief of the department's services division, as acting forester and fire warden. The Board requested the civil service commission to schedule a departmental promotional examination to select a permanent successor.

Klinger said his doctor had okayed golf and swimming but outlawed the emotionally

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APRIL 4

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## SALARY SURVEY RELEASED

ONE OF the annual rites of spring — the Joint Wage and Salary survey — was unveiled this week, revealing an uneven upward trend of pay in the community.

It was the 27th annual survey undertaken by the County, City of Los Angeles, City Housing authority and the Los Angeles city school districts.

Director of personnel Gordon Nesvig said the survey findings will influence the 1969-70 salary recommendations he intends to send to the Board of Supervisors Friday, May 2. The Board at its regular meeting the following Tuesday is expected to set a date to open public hearings on the recommendations. The new salary rates must be approved before the end of May so as to go into effect at the beginning of the new fiscal year July 1.

The four surveying agencies jointly agreed on 59 "benchmark" jobs for the study — jobs easily defined and tending to be similar no matter who the employer is. The survey director, R. W. Dunevant of the schools personnel commission, and a staff of 15 obtained information from 640 private firms within Los Angeles county. The survey covered companies having jobs comparable to those in local government and willing to provide the information (some firms declined). The surveyors' stock question was: "Does your company have any jobs that fit the survey description? If so, how many persons and at what

rates as of March 1, 1969?"

Replies covered a total of 91,146 workers — some 35,000 in manufacturing; 11,000 in utilities, transportation and communications; 8,100 in wholesale and retail trade; 7,700 in finance, insurance and real estate firms; and 29,000 in service industries.

Crews of County key punch and tab machine operators processed the survey information onto 30,000 data cards for comparative study by the personnel classification-compensation branch.

Nesvig said the survey found that pay for some of the 59 benchmark jobs had moved upward less than one percent, others had increased more than 13 percent. The over-all average increase was 5.9 percent. The figures compared closely with

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### *Why the Survey?*

THE JOINT annual wage and salary survey is the result of section 47 of the County charter which states:

"In fixing compensation to be paid to persons under the classified civil service, the Board of Supervisors shall, in each instance, provide a salary or wage at least equal to the prevailing salary or wage for the same quality of service rendered to private persons, firms or corporations under similar employment in case such prevailing salary or wage can be ascertained."

# The Paycheck Stub Revisited

JUST OVER a year ago The DIGEST ran a full-page spread on "How to Read Your Paycheck Stub." The article offered help to those County employees who find the boxcar array of numbers baffling, some column headings like "pl" and "act." and "r" as mysterious as writings on a runic stone, and the tiny typography worthy of the Japanese artist who wrote the Twenty-third Psalm on the head of a pin.

The County's paycheck stub today looks much as it did a year ago. There have been some changes in the "Codes for Miscellaneous Deductions & Retirement" printed across the bottom of the stub. Auditor-controller Mark Bloodgood says there will be more changes in these codes when revised warrants go into use about next September.

Meanwhile, here is an explanation of the information that every employee receives now on his 10th of the month paycheck stub.

(1) "empl. no." — This is short for employee number. Everyone who works for the County has one.

(2) "dept." — Each County department also has a number.

(3) "issue date" — This shows the date that the check is delivered to the employee, usually the 10th and 25th of each month. If payday

falls on a weekend or a holiday, checks are delivered early, on the last working day before the weekend or holiday.

(4) "warrant no." — Each warrant the County issues also has a number, like the number on personal checks.

(5) "reg. earn." — This stands for regular earnings, the total amount of the employee's monthly pay before deductions are made.

(6) "other earn." — means other earnings. If the employee is receiving a bonus or paid overtime, it will appear here. However, if he has worked overtime for which he will get compensatory time off later, it is not shown here.

(7) "tax" — This amount has been deducted for federal income tax.

(8) "f.i.c.a." — This stands for Federal Insurance Contribution Act, in other words, social security. The deduction this year is 4.8 percent of the employee's gross salary, up to \$7,800. After his gross earnings pass that point, there is no further social security deduction for the remainder of the year.

(9) "aid" — This is an abbreviation for Associated In-Group Donors, through which many County employees make contributions to charity. The amount shown is the

monthly contribution via payroll deduction.

(10) "r" — This stands for retirement, and the number is the retirement category of the employee. Most employees are in category "1". Safety employees are in category "3". Other groups include employees of over 30 years service ("2"), safety employees of 30 years or more ("4") and judges ("7").

(11) "retire" — This shows the amount being deducted for retirement allowance. It is based on a formula determined by the age at which the worker entered County service, how long he has worked for the County, and his, or her, sex.

(12) "misc. ded." — This stands for miscellaneous deductions. It is the total of the several deductions itemized on the lines below.

(13) "net pay" — This means just what it says, the take-home pay the employee has after all deductions.

(14) "misc. ded. codes and amounts" — Here is the breakdown of miscellaneous deductions mentioned in (12) above. In the paycheck stub used as an illustration below, the first figure "40" is the auditor-controller's code for earned

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STATEMENT OF EARNINGS AND DEDUCTIONS												
1	2	3	4	5	6	7	8	9	10	11	12	13
empl. no.	dept.	issue date	warrant no.	reg. earn.	other earn.	tax	f.i.c.a.	aid	r	retire	misc. ded.	net pay
21865	30d	31069	4843448	59100		9891	2837			1481	3137	16276
miscellaneous deduction codes and amounts												
14	15	16	17	18	19	20						
misc. ded. codes and amounts	accr. date	pl	act	ytd edrn	ytd tax	ytd fica						
4d1610043	20d	221020d	1d	24118	170		22869			176585	29537	8476
CODES FOR MISCELLANEOUS DEDUCTIONS & RETIREMENT												
1 - C. E. RETIREMENT	21 - LA. CO. EMP. C.U.	34 - FLOOD CONTROL C.U.	47 - BONDS	58 - FIRE RELIEF								
2 - C. E. 30 YR. EMPLOYEE	22 - FISCAL EMP. C.U.	35 - P. O. PROTECTIVE ASSOC.	48 - AFL 434	59 - JUDGES' ADD'L RETIRE.								
3 - SAFETY RETIRE.	23 - LA. CO. F. & A. C.U.	36 - ACACIA CLUB	49 - AFL COMBINED	60 - AMER. LEGION 309								
4 - SAFETY 30 YR. EMP.	24 - RANCHO C.U.	37 - INTERN & RES ASSOC	50 - G. I. INS.	61 - AMER. LEGION 810								
5 - JUDGES RETIRE.	25 - LA. CO. ENG. C.U.	38 - FIREMANS ASSOC.	51 - C. E. ADD'L RETIRE.	62 - BLUE CROSS								
6 - STATE TEACH. RETIRE.	26 - CIVIC CENTER C.U.	39 - PARKING FEE	52 - SAFETY ADD'L RETIRE.	63 - CALIF. NURSES' ASSN.								
7 - STATE RETIRE.	27 - GEN. HOSPITAL C.U.	40 - ESA	53 - EMP. ASSOC.	64 - BACK FICA								
08 - BLUE CROSS #1	28 - CHARITIES EMP. C.U.	41 - MAINTENANCE	42 - CPS	65 - CALIF. PROF. EMP.								
09 - BLUE CROSS #2	29 - HARBOR HOSP. C.U.	43 - EMP ASSOC	44 - SHERIFFS RELIEF	66 - FIRE BENEFIT								
10 - KAISER HEALTH PLAN	30 - OLIVE VIEW EMP. C.U.	45 - TRAV. INS	46 - TRAV. INS	67 - STATE ADD'L RETIRE.								
20 - COURTS & RECORDS C.U.	32 - LONG BEACH GEN. C.U.											
	33 - JOHN WESLEY C.U.											

salary advance — that is, this employee received \$161 in her Feb. 25 check as pay for the first half of February. Now, in the present check for the latter half of February, the \$161 is shown as a deduction from her monthly pay of \$591.

Moving to the right on the same line, the next space shows a \$2 deduction of dues for Los Angeles County Employees association, which is coded "43." The next space coded "22" for Fiscal Employees Credit union shows a deduction of \$102. The number "10" deduction of \$2.41 is for Kaiser Foundation health plan. The code "18" deduction of 70 cents is for the premium on an accidental death and dismemberment policy under the County-administered insurance program.

Other employees may have spaces in this area filled with more or different miscellaneous deductions.

(15) "accr. date" — This is an abbreviation for accrual date, meaning the last day of work for which the employee is being paid. On the stub illustrated, that date is Feb. 28, 1969.

(16) "pl." — An employee who works for a department having scattered branches may have a code number in this space showing the location where he receives his paycheck.

(17) "act." — This space is available for the auditor-controller's payroll use. At present it is blank except on checks of health department employees.

(18) "ytd earn" — This stands for year-to-date earnings in terms of gross earnings, not net pay.

(19) "ytd tax" — This shows the total of federal income tax deducted during the year to date.

(20) "ytd fica" — This shows the total deductions so far during the year for social security.

(21) "CODES FOR MISCELLANEOUS DEDUCTIONS & RETIREMENT" — These columns list the code numbers for all the miscellaneous deductions that may be shown on the line above. By checking the code number the em-

ployee can determine what the deduction was for.

The list is to some degree out of date and will remain so until newly printed warrants go into use next September. The new warrants will show codes for 11 through 18, indicating premium deductions under one of the County's life insurance programs. And a code 19 will be included for Ross-Loos medical insurance premiums.

The insurance code numbers are:

11 — deduction of premium payment for a life insurance policy equal to half the employee's annual salary; 12 — premium on the same policy but including \$1,000 coverage on the life of each dependent (except infants under six months).

13 — premium on a policy equal to full annual salary; 14 — same policy plus \$1,000 dependents' coverage.

15 — premium on a policy equal to twice the employee's annual salary; 16 — same policy plus \$1,000 dependents' coverage.

17 — premium for accidental death and dismemberment policy;

18 — same policy including coverage for dependents.

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## Letters

To The DIGEST:

We have had to straighten out a few cases of County employees who thought they had signed up for an insurance policy, but for some reason the deductions for premiums never were made from their paychecks. Every employee should methodically look at his paycheck stub to be sure the insurance deduction is being made. If not, he has no coverage. Anyone with questions may call us at 625-3611 extension 65667, or come into our new — and we hope permanent — quarters at room 560, Hall of Administration.

GUNTHER DUMALSKI  
Employee Benefits Manager  
Department of Personnel

## Around and About

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grueling business of fighting fires. The chief said he and his wife Virginia, who have been living in a San Gabriel apartment, will settle down in their San Clemente beach house.

AS THE Klinger ceremonies concluded Tuesday, Supervisor Kenneth Hahn pointed out that another department head—Herbert Friedman, director, Museum of Natural History—will reach the compulsory retirement age of 70 next year. Hahn urged that the search for his successor begin soon.

SEVEN COUNTY departments will be getting acquainted with new Supervisor as their chairmen, following the announcement of departmental committees for the coming year (April to April) by Board of Supervisors chairman Ernest Debs. He reshuffled three of his departments to other Board members — schools to Supervisor Frank Bonelli, human relations to Supervisor Hahn, and community services to Supervisor Warren Dorn. The courts, formerly under Hahn, were transferred to the committee of the whole. Debs assigned to himself the two new departments of data processing and urban affairs. Supervisor Burton Chace was given the department of beaches, whose formation he proposed Feb. 25. The recorder's office, a onetime Hahn department, and merged last year into the registrar-recorder's department, is now a Debs' charge.

## ERCOM Has Blue Collar Tussle

A TUG-OF-WAR to organize most of the County's blue-collar and white-smock workers into negotiating units has broken out before the employee relations commission (ERCOM).

The commission at press time (April 10) was conducting a consolidated hearing on petitions filed by AFSCME Council 49, Los Angeles County Employees association, the Building and Construction Trades council, and County Employees union local 434. Each organization seeks ERCOM approval of representation units which, as proposed in the six petitions, vary widely as to size and composition.

The petitions are:

No. 5 by AFSCME for 26 locksmiths.

No. 11 by the Building Trades council for 2,000 carpenters, electricians and other crafts workers.

No. 12 by AFSCME for 560

equipment and power equipment repairmen.

No. 33 by AFSCME for 800 parks maintenance workers.

No. 54 by LACEA for 7,500 maintenance men, truck drivers, building crafts workers, garage and parking attendants, custodians, hospital food service workers and housekeepers, power equipment workers and others.

No. 55 by LACEA for 700 foremen and supervisors in hospitals, parks, mechanical, flood control and 24 other departments.

Local 434 is competing as an intervenor on petitions 54 and 55.

In addition ERCOM is to continue an interrupted hearing next Thursday (April 17) on Local 434's own petition No. 8 asking a unit of more than 8,000 nonprofessional hospital workers and County custodians. Local 434 attorney Leo Geffner indicated, however, that the union may propose that ERCOM divide this massive number into three smaller units.

Another consolidated hearing has been set for May 7 and 8 on petitions No. 10 and No. 40, filed by Firefighters local 1014 and LACEA, for a firemen's unit.

Meanwhile, ERCOM executive secretary Les Rothenberg is making preliminary plans for the first two secret-ballot elections to choose majority representatives for negotiating units. One election, arising from AFSCME's petition No. 1, will be held among superior court clerks. The other will involve some 70 hospital pharmacists; ERCOM approved this unit April 2, as petitioned by Local 434.

Employee organizations have filed five petitions with ERCOM since the last issue of The DIGEST asking approval of representation units. They are:

Petition No. 84 — Filed by the Los Angeles County Health Department Public Health Sanitarians for 274 sanitarians, including nine hospital investigators.

No. 85 — Filed by the same as-

sociation for 42 supervising sanitarians.

No. 86 — Los Angeles County Lifeguard association for 216 permanent and recurrent lifeguards.

No. 87 — Supervising Deputy Probation Officers association for 218 supervising DPOs.

No. 88 — Los Angeles County Professional Peace Officers association for 331 sheriff's corrections officers.

## Selecting Architects

THE BOARD of Supervisors last Tuesday (April 8) approved a "panel" plan for selecting architects to design County buildings. The plan was offered, after months of study, by the Citizens Economy and Efficiency committee. At present each Supervisor chooses the architects for buildings in his district.

The E and E committee plan, as amended at Tuesday's Board meeting, will create a five-member board to compile lists of architects who are especially qualified to plan certain types of structures. From this list or panel the Board of Supervisors will select the architect for each project.

The evaluation board will include two members nominated by the American Institute of Architects, one by the American Registered Architects, and two by the Los Angeles chamber of commerce (one of whom must be a registered engineer).

County of Los Angeles

## D I G E S T

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## Wage Survey

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those of a recent State Personnel board survey in the Los Angeles area which found an average salary increase of 6 percent. Another recent state study by the California department of industrial relations reported that average hourly earnings in Los Angeles-Long Beach manufacturing (excluding overtime) advanced 4.1 percent during the twelve months.

In addition to the local joint survey, the County personnel department conducted scores of special surveys of unusual jobs such as embalmers, tree trimmers, airport managers, water service men and others not found in the major survey of private firms. These findings are being considered in arriving at the forthcoming County salary recommendations.