



DIGEST

Around and About

PUBLIC HEARINGS on the proposed \$1.7 billion County budget for 1969-70 open at 9:30 a.m. next Monday (June 9) before the Board of Supervisors. Those who have asked thus far to be heard include spokesmen for five big and little taxpayer organizations, two labor union officials and five individual citizens.

The hearings will continue Tuesday afternoon and Wednesday and Thursday if necessary. The Supervisors must pass the budget resolution before the new fiscal year begins July 1.

THE BOARD of Supervisors wrapped up the 1969-70 salary ordinance May 27 in largely the same shape they received it May 3 from director of personnel

Continued on page 2

JUNE 6

1969

Volume 2 Number 11

FAIR BREAK IN JOBS ORDERED

THE BOARD of Supervisors has ordered County departments to draw plans within the next 60 days to insure "true equal employment opportunities" in County hiring and promotions.

The Board acted (May 27) after receiving a detailed report from CAO Lin Hollinger, director of personnel Gordon Nesvig and human relations director Herbert Carter, showing the ethnic makeup of the County's work force.

The Board also instructed Nesvig to begin at once creating a special section in his office to promote recruiting and training for racial minorities.

The report given to the Board was based on December 1968 data. It was the first ethnic survey of County employees since a similar one was made in 1964.

The current report made five major findings.

Raw numbers

The entire County work force grew by 6,857 persons (14%) from 1964 to 1968. The number of employees in each ethnic category—Negroes, Mexican-Americans, Orientals, Anglo-Caucasians and miscellaneous others—also increased.

Comparison with outside

The County employs a high percentage of Negroes compared with the total Los Angeles county population and with the total work force in the county area.

By the same yardsticks, the County employs a low percentage of Mexican-Americans.

The County proportion of Oriental employees is slightly above the community average. The proportion of Anglo-Caucasians is below the community level.

The figures in the table below are for 1968:

	Percent of County Employees	Percent of County Population	Percent of County Area Work Force
Anglo-Caucasian	66.5	72.	80.6
Negro	25.4	12.	6.9
Mexican-American	4.7	13.	9.7
Oriental	2.6	2.	1.8
Other8	1.	1.

Distribution

The distribution among ethnic groups of County employees has changed little since 1964.

The percentage of Anglo-Caucasians dropped slightly (67.1 to 66.5 percent). So did the percentage of

Orientals (2.8 to 2.6 percent). The proportion of Negroes rose from 25 to 25.4 percent, and the proportion of Mexican-Americans from 4.3 to 4.7 percent.

Continued on page 4

Around and About

Continued from page 1

Gordon Nesvig. The Board voted to give the 20 harbor patrolmen the same \$2 to \$16 a month shooting bonus they earlier had approved for County guards. After a last-minute debate, the Supervisors accepted Nesvig's recommended pay increases for 113 department heads and chief deputies. The increases averaged 8.25 percent.

In other action, the Supervisors voted to let the three civil service commissioners draw their \$100-a-day fee for 121 days this fiscal year (ending July 1) instead of the previous limit of 96 days. Reason: the commissioners have been meeting steadily three or four extra days each week since their hearings began May 12 into the dismissal of chief medical examiner-coroner Thomas Noguchi.

●

TWO CHANGES on some County paychecks for next Tuesday (June 10): Members of CAPE who subscribe to Crown Life health insurance will find a separate deduction coded "A2." Firefighters enrolled in Western and Southern will have a new code "A3" for their premium deduction. The June 10 checks also will have the first, higher deduction for Kaiser health plan subscribers, announced in the May 23 DIGEST.

●

THE PROBATION department is getting out of the business of serving summonses for the

Continued on page 3

RULES CLARIFIED FOR 'NO SHOWS'

Abuses of sick leave

GORDON NESVIG, director of personnel, has sent a policy memorandum to all County department heads to help them in case they should become the target of a "sick-out"—a harrasing tactic in which numerous employees fail to report for work on grounds of illness.

Nesvig prepared the memo after one-day sickouts occurred among laundry workers at Harbor General Hospital and County-USC Medical Center, among DPSS clerks, locksmiths in the mechanical department, and sewer maintenance workers in engineering. All departments continued operating without interruption.

Nesvig said that sick leave provisions in both the salary ordinance and the County administrative code make it clear that sick leave may be used "only for bona fide sickness or injury, and the abuse of sick leave is subject to disciplinary action."

The Nesvig memo, dated May 27, quoted pertinent sections from the salary ordinance and the administrative code including:

"Persons absent on account of sickness, injury or quarantine, or for non-emergency medical or dental care, or because of death or critical illness of a close relative shall be paid only upon furnishing the department head with a doctor's certificate or other satisfactory proof as required by the department head that the absence was due to such causes." (Ordinance section 250)

"Whenever any officer or employee of the County shall be obliged to be absent from his place of employment because of sickness for a period of one day or more, he shall immediately notify or cause to be notified the head of the department in which he is employed of such absence and the reason therefor." (Code section 75)

"Unwarranted sick leaves shall be deemed an abuse of the provisions of the salary ordinance. . . If any appointing officer finds that

Board sets 3-day limit

THE BOARD of Supervisors has decided that any County employee who stays off his job without permission for more than three days "shall be deemed to have resigned." For firemen, probation camp workers and others with 24-hour shifts instead of the customary 8-hour ones, the Board placed the limit at two consecutive shifts.

The Supervisors unanimously amended the administrative code (May 27) so that it now reads:

"A County officer or employee who without prior authorization is absent or fails to discharge his regularly assigned duties for either three consecutive regular working days or for two consecutive regularly scheduled on-duty shifts, whichever may be applicable, shall be deemed to have resigned. . . (unless) he resumes the performance of his regularly assigned duties at the commencement of his next regular working day or on-duty shift.

"Within 20 calendar days after the effective date of such resignation, an employee may file with his appointing officer a written request for reinstatement. The appointing officer may reinstate such employee if (he) finds that there is good cause for the absence or failure to perform duties such as bona fide illness, injury, or similar circumstances beyond the control of the employee. . . In the event an individual is so reinstated, such reinstatement shall constitute a retroactive leave of absence. . ."

any County employee under his supervision has abused or is abusing such sick leave privileges, such officer, for the first offense, may suspend any such employee for a period of 30 days without pay, and for a second offense may take steps for the discharge of any such employee. It is hereby declared to be the sense of the Board of Supervisors that further abuse following suspension for prior abuse shall constitute sufficient grounds for

Continued on page 3

Late Promos Out

THE DEPARTMENT of personnel announced this week it is dropping the policy it has followed the past two years of permitting employees to delay taking a promotional examination if they would be out of town on vacation at test-taking time.

Deputy personnel director Joseph Hartz said the staff time required to administer the late tests has proved "staggering" and that time now must be devoted to the department's expanded test program.

Hartz suggested an employee who anticipates promotional exams this summer or fall check with his department's personnel officer as to when the tests will be given before planning vacation schedules.

He said, however, the department will attempt to continue arranging delayed tests for reasons such as a critical illness (substantiated by a doctor's statement), religious belief, military service, or

a critical illness or death in the employee's immediate family (a spouse, parent or child).

Hartz also suggested that if an employee expects to be out of town when the civil service bulletin is posted for his next promotional examination, he should leave a completely filled-in application with his personnel officer to file.

SICKOUTS

Continued from page 2

discharge from County service." (Code section 76.1)

Nesvig also sent department heads a recommended draft of an affidavit form that an employee returning to work might use if he does not have a doctor's certificate for his illness or injury. Nesvig however, recommended that the signed affidavits not be accepted as satisfactory proof of illness if the total number of employees submitting affidavits exceeds the number normally absent because of illness.

CU's Join to Hold Down Rates

HOPING to prevent rises in their interest rates on loans to County employees, nine of the employee credit unions have organized themselves into an association. The other five credit unions have been invited to join.

Myles Wilcox, manager of the Fire and Agriculture CU and newly elected president of the association, said increasing costs and the general rise of interest rates are

exerting an upward pressure on the CU's rate structure. He added:

"We hope that with an association we can operate more efficiently and so maintain our present credit union interest rates as long as possible."

Wilcox said association members are discussing pooling the bank deposits of their reserve funds so as to obtain higher return on the money. He also said the credit unions may have a centralized data processing system to reduce their costs.

Wilcox told The DIGEST that association members are discussing adopting uniform interest rates and similar services. At present the 14 credit unions, which have operated independently since the first one appeared 34 years ago, have some differences in interest rates and loan services.

The nine credit unions that have started the association are Courts and Records, CU No. 11, Fiscal Employees, Engineers, Civic Center, Public Services, Harbor Hospital, John Wesley Hospital, and Wilcox's Fire and Agriculture.

Around and About

Continued from page 2

juvenile court. A CAO's management audit found that probation deputies were serving processes in the same areas that sheriff's deputies and marshals already were criss-crossing each day with their papers to be served. The Board of Supervisors accepted (June 3) the CAO's recommendation that juvenile process serving be turned over to the sheriff. Estimated annual saving: \$118,000.

THE BOARD also approved granting 21 more accountants to the audit division of auditor-controller Mark Bloodgood's department. CAO Lin Hollinger said this should make possible auditing every County department once every three years, as urged by the County grand jury. At present Bloodgood's office is auditing departments on an average of only once every 6½ years.

A SUGGESTION to transfer appraisals and title searchers from the County engineer to the department of real estate management has been kiboshed. The CAO, after meeting with the two departments, the road commissioner and County counsel, concluded that the transfer would not speed up appraisals or save money — furthermore, that it is desirable to keep real estate appraisals and negotiations separate functions. The Board of Supervisors concurred.

County of Los Angeles

D I G E S T

EDITORIAL BOARD

L. S. HOLLINGER, Chief Administrative Officer

GORDON T. NESVIG, Director of Personnel

ROBERT J. SCHROEDER, D.V.M., President County Management Council

LORIN PETERSON, Editor
Editorial Office: Room 526 Hall of Administration, 222 North Grand Avenue, Los Angeles 90012
Telephone 625-3611, ext. 65878
For extra copies, extension 65420

FAIR BREAK IN JOBS *Continued from page 1*

Where employed

The survey showed that minority employees, particularly Negroes, are not evenly spread through the County work force but tend to be concentrated in departments having many jobs for clerks and laborers. White-collar departments that handle policy-level administration, management or planning have relatively few Negroes. The study found that about half the County departments have a low proportion of Negroes, while the other half show a higher proportion.

The report to the Board said:

"If there is de facto discrimination in County employment, it exists within the context of individual County departments."

The report included a detailed ethnic breakdown of jobholders, department by department. What follows are the percentages of Mexican-American and Negro employees for the major departments and units, those having more than 1,000 workers:

ASSESSOR. 1,315 employees. Mexican-American 2.1 percent. Negro 18.3 percent.

BUILDING SERVICES. 1,140 employees. Mexican-American 1.9 percent. Negro 93.5 percent.

PUBLIC SOCIAL SERVICE. 10,049 employees. Mexican-American 1.3 percent. Negro 26.7 percent.

COUNTY-USC MEDICAL CENTER. 6,886 employees. Mexican-American 4.3 percent. Negro 48.5 percent.

HARBOR GENERAL HOSPITAL. 1,871 employees. Mexican-American 3.5 percent. Negro 32.3 percent.

OLIVE VIEW HOSPITAL. 1,097 employees. Mexican-American 7.9 percent. Negro 9.5 percent.

RANCHO LOS AMIGOS HOSPITAL. 2,049 employees. Mexican-American 5.2 percent. Negro 15.6 percent.

COUNTY ENGINEER. 1,366 employees. Mexican-American 8.3 percent. Negro 6.8 percent.

FIRE. 1,863 employees. Mexican-American 2.8 percent. Negro 1 percent.

HEALTH. 1,852 employees. Mexican-American 3.9 percent. Negro 20.4 percent.

MECHANICAL. 1,498 employees. Mexican-American 8.5 percent. Negro 25 percent.

PARKS AND RECREATION. 1,170 employees. Mexican-American 14.9 percent. Negro 24 percent.

PROBATION. 3,251 employees. Mexican-American 4.2 percent. Negro 31.6 percent.

ROAD. 1,980 employees. Mexican-American 13.1 percent. Negro 7.9 percent.

SHERIFF. 5,569 employees. Mexican-American 4.3 percent. Negro 13.2 percent.

Salary distribution

Some employees from minority background are found in nearly all levels of the County's pay structure. Negroes, however, are clustered more heavily in the lower salary ranges, than are Mexican-Americans or Orientals (in relation to their numbers on the County payroll).

In the table below an asterisk (*) indicates less than one percent:

Monthly Salary (top)	Total County Employees	Percent Spanish Surname	Percent Negro	Percent Oriental
\$428	1,046	4.	51.5	*
\$502	6,123	5.6	45.8	*
\$575	11,198	6.1	44.4	1.7
\$659	6,630	7.1	37.2	2.5
\$755	3,001	6.2	20.4	3.1
\$865	11,275	3.4	10.1	2.9
\$992	8,131	3.5	12.1	3.2
\$1,306	1,911	2.7	3.	2.9
\$1,138	3,854	3.9	9.3	6.
\$1,499	665	1.7	2.1	3.3
\$1,719	533	*	6.	1.7
\$1,973	550	*	4.5	3.8
\$2,263	231	*	4.8	1.3
\$2,592	26	None	None	3.8
				(one employee)
\$2,808	9	None	None	None

Pharmacists Choose Local 434 as Rep

COUNTY PHARMACISTS have chosen County Employees Union local 434 as their negotiating unit in a ballot-box encounter that included Los Angeles County Employees association. In the voting (May 28) supervised by the employee relations commission and the registrar-recorder's office, local 434 received 39 votes, LACEA 10, and one voted for "neither of these representatives." Seven of the 57 pharmacists did not cast ballots.

ERCOM's largest election so far was under way at DIGEST press time (Thursday, June 5). Some 2,000 deputy probation officers were choosing between LACEA and AFSCME (AFL-CIO), or neither.

An equally large election is to be scheduled soon among nearly 2,000 County firemen. At present it appears to be a no-contest with County Firefighters local 1014 (AFL-CIO) the only organization on the ballot.

Spanish Booklet on Way

THE DEPARTMENT of personnel is preparing a Spanish language edition of the booklet "You Want to Work for the County—We Want to Help You." The Board of Supervisors authorized printing 5,000 copies to be used for recruiting for County positions that do not require use of English.