



DIGEST

Coroner's Building Finally on Its Way

THE LONG-dreamed-of coroner's building has taken two more steps toward reality. The Board of Supervisors approved final plans (Oct. 7) and contractors now are being asked to submit bids for the project. It will be built at County-USC Medical Center. Estimated cost is \$3.7 million for the building, which the chief medical examiner-coroner's department will share with the hospital administration.

Another \$3.2 million will go into an adjoining parking garage for 1,250 cars at Zonal avenue and Britannia street.

The Board of Supervisors is financing the project by creating a nonprofit corporation of five citizens. They are businessmen Raymond Slaney of Rolling Hills Estates and Morgan Moore of Redondo Beach; morticians Virgil Kingsley and Sam Douglass, Jr.; and Dr. Lewis Bullock. The corporation will raise construction money by selling tax-exempt bonds and will repay the bonds by signing a long-term lease with the County to use the facilities.

Work will begin next March 1. The CAO's capital projects division says the garage should be finished by December 1970, the building in late 1971.

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HIGHER PAY GRANTED TO 700

MORE THAN 700 plumbers, steam fitters, surveyors and related classes will receive pay increases in late November. The Board of Supervisors approved director of personnel Gordon Nesvig's recommendation for the boosts last Tuesday (Oct. 14). The Board is expected to pass the pay ordinance next Tuesday (Oct. 21) and the increases would begin 30 days later, when the ordinance takes effect.

A prolonged summer strike in Southern California's construction industry delayed granting the increases at the customary time, Sept. 1, to the plumbers, steamfitters and related crafts employees, whose pay is tied by formulas to private-industry rates.

The 410 surveyors received a one-schedule (2.75 percent) rise last July 1 pending results of a personnel department study of private pay rates. Subsequent findings of an uptrend in private pay led to Nesvig's recommendation for an additional one-schedule increase.

Surveyor's salaries will show the following changes in November:

Rodman and chainman — now paid \$735 to \$865 a month, will go to a range of \$755 to \$889 a month.

Instrumentman — from \$797-940 a month to \$819-\$966 a month.

Survey party chief — from \$842-\$1,048 a month to \$865-\$1,077 a month.

Senior survey party chief — from \$940-\$1,170 a month to \$966-\$1,203 a month.

Substantial pay rises will go to the 312 plumbers, steam fitters and related classes. Among the most numerous groups:

Plumbers, refrigeration mechanics, and steam fitters will receive a flat rate of \$1,124 a month, an increase of \$138.

Plumber working foremen, refrigeration mechanic working foremen, and steam fitter working foremen will go up to a flat \$1,236 a month, a rise of \$151.

Utility tractor operators will get \$839 a month, an increase of \$77.

It's CAPE vs. LACEA for Engineers

MORE THAN 3,100 County engineers and technicians will face a choice Nov. 18 and 19 on whether they wish Los Angeles County Employees association (LACEA) or California Association of Professional Employees (CAPE) to be their representative in negotiating pay and working conditions agreements with County management. Ballots also will provide a no-representative choice.

The employee relations commission, in ordering the elections (Oct. 10), ruled that voting will take

place at 20 different polling places, with employees in remote parts of the County using mail-in ballots.

The commission has divided the 3,100 employees into four separate negotiating units: one of 1,362 inspectors, engineering aids, surveying workers, and other non-supervisory engineering technical employees; the second unit of 669 civil engineering assistants, air pollution engineers and other non-supervisory professional engineering employees; a third unit of 451 survey

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Would You Mind Repeating . . .

YOU REMEMBER faces but you can't remember names? Ridiculous. Names are easy. And the more people you meet, the easier their names are to remember.

That was the message to more than 100 County executive secretaries at their day-long Secretarial Career Development Institute (Sept. 26) at Sheraton-Universal hotel.

Professional memory expert Don Robinson, one of six institute speakers, assured the girls they need do only five things to remember names:

- *Get the name correctly right at first.* Ask the person to repeat it two or three times, if necessary.

- *Repeat the name at once.* Say "I am glad to know you, Bill Jones." Not only say both names out loud but think of them together so that you have the Bill Jones package fixed in your mind.

- *Associate the name in your mind with something or somebody else.*

"About 45 percent of all names," Roberts said, "are also common words. Green, Brown, Black, White, Gray, Stone, Lake, Raines, Cloud, Forester, Plummer, Banks, North, West, and so on. When you meet a person with such a name, immediately associate him in your mind with the thing his name suggests—for example, imagine Mr. Lake in a rowboat out on a lake."

Robbins continued:

"Then there are names the same as those of a famous person. If you meet someone named Robinson, associate him in your mind with Edward G. Robinson or Jackie Robinson or Robinson Crusoe."

Rogers admitted some names like Waszalewski may offer problems. But even here, he said, it is possible to build a fictional situation around the name for associating.

"With Waszalewski," Rockwell said, "say to yourself, 'I went skiing last winter and the reason I fell down was-a-loose-ski.' Next time you meet the man the little fantasy will come back to your mind and you'll remember his name."

- *Write down a name as soon as you can.* If the person presents a business card, look at it closely, let the name make an impression.

Russell suggested that if a caller does not present a card, the secretary should have her own pack of blank cards and should write the person's name on one and add it to her card collection.

- *Review your file of calling cards at intervals.*

Ross advocated that a secretary during spare moments go through her card collection, visualizing the person who goes with each card.

ELECTIONS

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chiefs, road foremen, planners, head inspectors, superintendents, and other engineering technical supervisors; and a fourth unit of 654 civil engineers and associates, architects and associates, and other supervisory professional engineering employees.

Each unit will have its own ballot to choose between LACEA and CAPE, or neither.

In another election, 219 professional librarians will decide Nov. 13 whether they wish LACEA to be their negotiating representative, and if they wish the 174 library assistants to be included in their negotiating unit. If the professionals vote to include them, the assistants' ballots also will be counted. If the professionals vote to exclude them, the assistants' ballots will be discarded.

The commission recently ruled that four other groups would be appropriate negotiating units. They include 3,350 deputy sheriffs, D-A investigators, and criminalists; 258 guards; 62 dentists and hygienists; 726 medical lab technicians, therapists, and psychologists; and 350 sanitarians and public health investigators.

Gardner reappointed

USC Prof. Neely Gardner began serving his second term as an employee relations commissioner Oct. 8. The Board of Supervisors reappointed him for three years.

Races Develop for Both Board Seats

TWO EMPLOYEE board elections that at first looked like ho-hum formalities have turned into genuine contests.

As the Oct. 3 deadline approached, three probation department employees—Ruth Coine, Billy Pugh and Elmore Fitzgerald—filed nominating petitions to run for the general-employee seat on the retirement board occupied by APCD engineer Norman Shaffer. Shaffer already had filed for a new three-year term. George Flores, flood control, also is seeking the post.

The upcoming vacancy on the County suggestion award board, which at first had no takers, now has four candidates—deputy probation officer Terry De Wolfe, civil engineering associate Sam Matzkin, appraiser Robert Kennard, and social worker James Lancaster. This is the largest field to seek an award board post since the first award board election in 1958 (nine contenders in that one).

Employees will receive mail-in ballots for both the suggestion award board and retirement board races with their Nov. 10 paychecks.

Incidentally, the second general-employee representative on the retirement board is deputy D-A Richard Pachtman. The Sept. 29 DIGEST identified the representative as deputy public defender James Nunnally, which was true—until Jan. 1968.

County of Los Angeles

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