



DIGEST

Around and About

THE BOARD of Supervisors last Tuesday (Sept. 15) urged district attorney Evelle Younger to make full-scale investigation of all County welfare offices for possible fraud rings. Board action came as three DPSS employees and one former employee, with seven others, were charged with swindling more than \$30,000, using false supplemental aid checks. Investigations by DPSS and the D-A had turned up the alleged thefts.

AT THE same Sept. 15 meeting, the Board of Supervisors voted a commendation to 14-year-old Gerald Cotton, a Neighborhood Youth Corps worker who found a \$95 County welfare check while he and his crew were clearing weeds at Alvarado and Westlake in Los Angeles, Sept. 1. Although the check had already been endorsed by the welfare client who had lost it,

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SEPTEMBER 18

1970

Volume 3 Number 15

AGREEMENTS COVER 6,000 MORE

NEWLY SIGNED agreements covering mostly County blue-collar workers and deputy probation officers this week brought another 6,000 employees under the rapidly expanding umbrella of the employee relations ordinance and its machinery for negotiating pay and working conditions.

These additions bring above 26,000 the number of employees covered by agreements—more than a third of the County work force.

The five new agreements, effective as soon as approved by the Board of Supervisors, cover two units of blue-collar workers totaling 3,650, a unit of 2,000 non-supervisory probation officers, and a unit of 350 sanitarians, industrial hygienists, and public health investigators.

Director of personnel Gordon Nesvig said several other agreements appear close to the signing stage.

Previous pacts have covered some 21,000 clerical and office workers, craftsmen, engineering employees, and administrative and technical staff personnel (see Aug. 7 and Aug. 28 DIGESTS).

While all agreements follow, in general, the format shown on page 3 of this DIGEST, each agreement—or memorandum of understanding, as it is formally titled—contains varying provisions as to overtime work, shift differential pay, call-back pay, working out of classification, and other matters. These provisions reflect varying working conditions and duties of the employees in the unit. The blue-collar units' agreements, for instance, contain a section on safety because

many members work with power equipment or in potentially dangerous areas.

Other details of the latest agreements follow:

DEPUTY PROBATION OFFICERS (approximately 2,000 members in unit, including transportation deputies, group supervisors, and nurse counselors). Agreement expires next June 30.

Salaries. The same as those that went into effect last July 1.

Reassignments. When vacancies occur in a given class, management will post notices so that interested employees may request the assignment. Except in jobs requiring special skills, preference will go to the employee with the most seniority in the classification involved.

Chief probation officer Kenneth Kirkpatrick and director of personnel Gordon Nesvig signed the agreement for County management. Signing for AFSCME Local 685 were Henry Fiering, Clyde Longmire, Truman Jolley, John Shea, Joseph Monus, John Sefarian, Kelly Presley, Donald Hart, and Carole Hart.

Another unit of 230 supervisory DPOs reportedly is near agreement with County management in their negotiations.

BLUE COLLAR (two units, one of 3,000 nonsupervisory workers, the other of 650 supervisors). Both agreements run until June 30, 1972, with renegotiations permitted next spring on pay and fringe benefits. Management signers on both documents were Arthur Bruington, flood control; Norman Johnson,

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Around and About

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Gerald turned it in to his supervisor, who in turn returned it to County authorities.

THE COMBINED burdens of inflation, welfare, and crime showed up as the Board of Supervisors set tax rates (Sept. 1) for the coming year. As CAO Lin Hollinger had forewarned, the County general fund tax rate shot to a new high of \$4.09 per \$100 of assessed value, up \$1.18 from 1969-70. The County library district rate rose 3.15 cents to 25.36 cents. And the flood control district levy edged upward .57 cents from last year's 34.95 cents. The increases will be reflected in the tax statements which property owners receive next November.

TOP BRASS secretaries—that is, the 150 gals who serve County department heads and chief deputies—will hold their third annual Secretarial Career Development Institute Oct. 16 at Airport Marina hotel. The morning program includes a briefing from employee relations commissioner Ben Nathanson, and a Mary Comara workshop on how to cope with the "in" basket. In the afternoon, assistant CAO Ted Durkee and human relations director Herbert Carter will discuss the County's affirmative action program.

THIS OFFERING from the current issue of APCD's *Ringelmann Roundup*: "It is a rule of County life that the less important you are on the table of organization, the more you'll be missed if you don't show up for work."

AGREEMENTS

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parks; Norman Martindale, road; Matt Jacobs, mechanical; William Barr, hospitals; and director of personnel Nesvig. Signing for Los Angeles County Employees association were Austin Grigsby, Harry Gluck, and Rex Parker.

Salaries. Same as those that went into effect last July 1 and Sept. 1; a group of 74 employees (in 17 classes) will receive supplemental salary adjustments when the agreement goes into effect.

Safety and Health. Provides methods for employees to report unsafe working conditions and to seek remedies.

HEALTH INVESTIGATIVE & SUPPORT SERVICES UNIT. (includes 350 sanitarians, public health investigators, industrial hygienists, others). Agreement expires July 1, 1972, except for salary provisions, which expire next July 1.

Dr. Gerald Heidbreder, health officer, and director of personnel Nesvig signed the agreement for County management. Signing for the health joint council were Alex Peck, Robert Holst, Baldwin Tom, and Bruce Ault.

Salaries. The same as those that went into effect last July 1, except for an additional 2.75 percent increase for industrial hygienists and public health investigators I, as recommended by an employee relations commission fact finder.

Latest Signing

A ONE-YEAR agreement covering a unit of nearly 500 automotive and equipment maintenance men, garage attendants, and others was scheduled to be signed Thursday afternoon (Sept. 17). Signing for management were director of personnel Gordon Nesvig and executives of the flood control district, mechanical and road departments. Signers for AFSCME Local 119 were Henry Fiering, Norman Funk, Maurice McPherson, Merle Yanes, Reuben Salazar, Walter Makoff, and Robert Humphries.

Gardner Resigns As ERCOMmissioner

NEELY GARDNER, pleading "the intense press of personal business," has resigned from the three-member employee relations commission, and the search for his successor has begun.

Board of Supervisors chairman Ernest Debs announced the resignation at the Sept. 15 Board meeting.

Under the employee relations ordinance, the County management council and a committee of employee organizations has two weeks—that is, until Sept. 29—to submit an agreed-upon list of three nominees from which the Board will fill the vacancy.

Gardner, 58, professor of public administration at USC, was one of the three original commissioners appointed Oct. 8, 1968. Melvin Lennard, another of the original three, and Ben Nathanson remain on the commission.

Gardner, who described his two years on ERCOM as "a fine and enjoyable experience", said he will serve until his successor is appointed.

Q and A

"In the last DIGEST in an article about holidays for County employees, I did not see anything about Rosh Hashanah, the Jewish New Year which comes Thursday, Oct. 1, and Yom Kippur on Saturday, Oct. 10. Aren't these holidays for those of Jewish faith?"

The County traditionally observes only those legal holidays enumerated in sections 6700 and 6701 of the California state code. This makes no reference to the Jewish holidays. An employee, however, may consult with his department about the possibility of taking such a holiday off on a vacation or accumulated-overtime basis.

What's in an 'Agreement'?

THE AGREEMENTS on pay and working conditions that County management and employee organizations have begun submitting jointly to the Board of Supervisors for approval are each a tailor-made product, differing in some details to fit the employees involved and their particular duties. Overall, however, one agreement looks much like another and covers generally the same ground. A typical agreement, or "memorandum of understanding" as it is properly called, contains sections like the following:

1) **RECOGNITION.** County management confirms that it recognizes the employee organization as the majority representative of the unit of employees involved.

2) **PURPOSE.** Both parties say the agreement aims to promote cooperation, provide an orderly means of resolving differences, set salaries, hours and other conditions of employment—and that both parties will recommend that the Board of Supervisors approve the agreement.

3) **TERM.** This section sets the beginning date and the expiration date of the agreement. Most current agreements expire either in June 1971 or June 1972. The two-year agreements, however, provide that negotiations on pay and fringe benefits may be reopened between January and May next year.

4) **RENEGOTIATIONS.** Either party may declare it wants to renegotiate salaries and employee benefits during a specified period, usually between next Jan. 1. and Feb. 15 for employees whose salaries are adjusted annually on July 1—between March 1 and April 15 for those whose pay is adjusted on Sept. 1.

5) **DISCRIMINATION.** In some agreements this section briefly states that the memorandum of understanding shall apply equally to all employees without regard to race, color, sex, age, national origin, or political or religious opinions or affiliations. Other agreements include statements that employees are free to join or not join an employee or-

ganization, and may if they choose represent themselves in employee relations with management.

6) **SALARIES.** This section lists the pay for each class of employee in the unit, which both parties will recommend that the Board of Supervisors adopt. For some kinds of employees this section also may deal with work schedules, shift premium pay, standby pay and other special matters.

7) **OVERTIME.** In most agreements, this section sets a limit (called a "corridor") on the number of hours of overtime that an employee may accumulate on an equal-time-off-later basis. After he has accumulated this corridor of 40 or 80 hours or whatever, he shall be paid cash premium pay for whatever overtime he is required to work.

8) **EMPLOYEE BENEFITS.** Because the issues of holidays, vacations, sick leave, health insurance, and life insurance are still in negotiations between County management and employee organizations, current agreements are vague on the subject. They provide usually that the unit involved shall receive "the same level and quality of employee benefits as those provided for the majority of employees."

9) **BULLETIN BOARDS.** Management promises to provide space where the employee organization may post its business notices to employees.

10) **GRIEVANCES.** All agreements contain lengthy sections on how employee grievances shall be handled. Most current

agreements include provisions for advisory arbitration, if other methods fail.

11) **PAYROLL DEDUCTIONS.** This section, appearing in most agreements, says organization dues and other deductions may be made monthly "from the salary of each employee covered hereby who files with management a written authorization requesting such deductions . . ."

12) **WORK ACCESS.** The employee organization is assured that its representatives will have reasonable access to work locations during working hours, generally to conduct grievance investigations.

13) **OBLIGATION TO SUPPORT.** Both parties pledge that after signing the agreement they will not lobby the Board of Supervisors to make changes in it.

14) **FULL UNDERSTANDING.** The parties accept this agreement as superseding any previous agreements or understandings—and there shall be no changes in the agreement unless both parties and the Board of Supervisors approve.

15) **PROVISIONS OF LAW.** The parties recognize that some sections of the agreement conceivably could be invalidated by a court decision, by state or federal law, or by regulations of an independent County commission like the civil service commission or employee relations commission. In such case the remainder of the agreement shall remain in effect.

16) **APPENDIX.** This lists by item number and job classification all the employees covered by the agreement.

2 County Measures Go on Nov. Ballot

THE BOARD of Supervisors has placed two County measures on the Nov. 3 ballot.

Proposition A would authorize selling \$252 million in bonds for flood control district projects.

Proposition B would amend the County charter to create a chief executive with broader administrative powers than the present CAO system (see Aug. 7 DIGEST). The Board also inserted as part of Proposition B a provision that the civil service commission, on an individual class basis, could extend the present six-months probationary period for newly-placed employees to 12 months "after a public hearing and a finding that such a period of probation is required to determine fitness of appointees for classification."

Hospital Projects Financing Started

STEPS ARE under way to establish a County-City of Los Angeles joint powers authority for financing major improvements in the County hospital system.

Bonds sold by the authority would provide approximately \$194 million for new buildings and remodeling at County-USC Medical Center (spread over a 12 year period); \$53.7 million to replace John Wesley hospital; \$42.6 million for the Rancho Los Amigos stroke-rehabilitation center; \$23.5 million to expand Harbor General; and \$15 million for interim surgeries, a bigger jail ward, new labs, and renovated kitchens at the Medical Center.

All DDT Impounded

THE BOARD of Supervisors has ordered the impounding of all County stocks of DDT pesticide (an estimated 1,000 gallons liquid, 4,200 pounds powder, 3,900 pellets). CAO Lin Hollinger reported to the Board mounting evidence that DDT leaves dangerous residues in earth and water.

C-NOTE CLUB

Introducing County employees whose better-work suggestions have won them \$100 or more, and membership in the Century Note club.

ARNELLE MILLER, a deputy clerk in Long Beach municipal court, handles many of the transcripts which court reporters prepare after each preliminary hearing for persons charged with a felony.

Miss Miller noticed that each transcript concluded with three "tail pages"—one signed by the judge as committing magistrate, the second signed by the judge certifying he had appointed the court reporter, the third signed by the reporter that he had taken notes in court and typed them into a transcript. Each page had the same heading plus a paragraph of copy.

Since the County paid reporters approximately \$1 for each page of the transcript, Miss Miller suggested combining the three pages into one, with a single heading and space for the judge's and court reporter's statements and signatures.

The municipal court put her suggestion into use a year ago. The CAO's office recently calculated that during the year, with more than 30,000 preliminary hearings, the change had saved the County \$64,072.

The suggestion award board voted Miss Miller an award of \$1,591, second highest in County history (highest was \$3,000 in 1962 to William Goodwin, then a superior court clerk, now jury commissioner, for another suggestion on improving court procedures).

Miss Miller, who at 27 has been a deputy clerk nearly six years, received her check from Supervisor Burton Chace last Tuesday (Sept. 15).

She told The DIGEST the money is going straight into her bank account until she decides what to do with it.

The Job Finder

PRESENT COUNTY employees may apply for:

Heavy Truck Driver (09024) \$677 to \$755 a month

BOTH COUNTY employees and qualified outsiders may apply for:

Assistant Public Health Investigator (56441-63) \$715 to \$842 a month. Requires a college degree with specialization in public health or the basic sciences.

Assistant Sanitarian, Spanish-speaking (56716-63) \$715 to \$755 a month. Requires a college degree with 24 units of science.

Telephone Operator (24204-63) \$474 to \$585. Part time and full time—all eight-hour shifts.

Web Press Operator (75821-63) \$797 to \$889 a month. Operating a two unit relief or offset web press.

Landscape Architectural Assistant (40861-63) \$842 to \$1,048 a month. Requires a degree in landscape architecture or related area.

DPSS Eligibility Worker I, Spanish speaking (90466-63) \$575 to \$677 a month. Openings in different county areas.

Applicants wanting further information about requirements or application deadlines may consult the weekly County employment bulletin on departmental bulletin boards—or call Applications, department of personnel, 625-3611 extension 64391.

County of Los Angeles

DIGEST

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