



DIGEST

Around and About

CAO ARTHUR Will has the Board of Supervisors' approval to line up an outside management consultant firm to take an in-depth look at the County's computer systems. The one-year study will start in early February. The consultant will be asked to answer such questions as: Is the department of data processing being operated effectively? Could the County make better use of its computers? Should the County stick with its long-range plan of consolidating its existing data centers into four microwave linked information processing facilities?

THE ATMOSPHERE is changing at the sheriff's academy. Sheriff Peter Pitchess has ordered an end to the old military-type stress training in favor of a more relaxed academic approach—a "disciplined collegiate environment," as one instructor phrased it. The academy has added courses in philosophy, sociology, and psychology, and has lengthened the training period from 21 weeks to 26

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BOARD THAWS PAY FOR 11,000

THE BOARD of Supervisors cleared the way for pay increases for more than 11,000 County employees last Tuesday (Nov. 16) by lifting the wage freeze it enacted in response to President Nixon's Aug. 15 nationwide order.

The Board acted after CAO Arthur Will reported that Robert Leonetti, deputy director of personnel, had informed him from Washington, D.C., that the 90-day freeze had been lifted effective Sunday (Nov. 14) as it affected the County's existing pay practices and already negotiated memoranda of understanding with employee negotiating units.

"This means that the payment of merit step increases, pay agreements reached prior to and during the freeze, and other such existing pay practices will be honored from that point forward [Nov. 14]," Will told Board members. "Based on current information, there will be no retroactive payments for the period of the freeze."

Will said he anticipates the unfrozen pay increases will begin with the Dec. 10 paycheck.

Groups of employees affected by the thaw order include:

— 7,800 employees who were to have received step advances during the Aug. 15-Nov. 14 freeze period. Their step increases went into effect as of Nov. 14.

— Approximately 2,800 employees whose pay increases had been negotiated with County management and had been approved by the Board of Supervisors but had

not gone into effect before the freeze began Aug. 15. This group includes some 1,400 electricians, painters, carpenters, plumbers, and other building craftsmen; nearly 1,000 building inspector and surveyor classes employees whose pay was to rise Sept. 1, and 411 sanitarians and health investigative employees due to receive an increase Sept. 3.

— About 600 employees whose negotiating units signed pay agreements that the Board of Supervisors approved during the Aug. 15-
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Experts Reactivated

THE THREE labor experts who wrote the first County employee relations ordinance in 1968 have begun a study of whether it should be amended.

The Board of Supervisors voted (Nov. 9) to retain Benjamin Aaron, director of the UCLA Institute of Industrial Relations; Lloyd Bailer, Los Angeles arbitrator; and Howard Block, Santa Ana attorney. Their contract calls for them to return their recommendations to the Board by next June 30.

Supervisor Ernest Debs' motion to reactivate the three-man committee said: "The committee intends to hold numerous hearings, public and private, over the next several months with both employee organizations and County management. Following these meetings, they will determine whether changes are necessary and will prepare a report and recommendations for this Board's consideration."

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weeks. The changeover is no sudden whim. The department, during a three-year study of its training methods and their apparent effects on deputies' performance on the job, sought advice from psychologists, psychiatrists, and social researchers at USC, Cal State Long Beach, Cal State Los Angeles, and Loma Linda university. Their conclusion: the academy, in addition to teaching *how* to enforce the law, should place more emphasis on the reasons and theories behind the law and behind today's social changes and problems.

ALL DEPARTMENTS have received a memo from the department of personnel explaining County policy on cases where an employee wishes during his working hours to appear before the Board of Supervisors, the civil service commission, or the employee relations commission. The memo says an employee who is ordered to appear before any of these bodies should be guaranteed his regular salary, and the necessary time should not be charged against any of his accrued benefits. The memo continues: "An employee who wishes on his own behalf to appear before or attend a meeting of any of these bodies may be granted the necessary time off if, in the opinion of his department head, such absence will not interfere with departmental operations. In such cases, the employee should be allowed to charge the absence against any accrued personal leave, accrued overtime, or vacation; otherwise, the absence must be without pay."

DPSS DIRECTOR Ellis Murphy has announced almost 1,300 social workers will be demoted Jan. 1—775 social work II's to eligibility workers, 128 social worker III's to SW II's, and 393 social services supervisors to

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\$380 MILLION FOR HOSPITALS

FIRST LEGAL steps have been taken to finance a \$380 million construction program for County hospitals and health care centers. The plan involves creating a Los Angeles County Health Facilities authority to issue revenue bonds, which will be repaid over a period of years.

The County and the City of Los Angeles have signed a joint powers agreement to form the authority.

Liston Witherill, chief deputy director of hospitals, said:

"The authority will enable the County to take a major step toward implementing the report of the Los

PAY THAW

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Nov. 14 freeze. These include some 200 power equipment repairmen, whose increases are effective as of Nov. 14, and 400 librarians and related classes who will receive higher pay starting Dec. 10, thirty days after their agreement was adopted by the Board Nov. 9.

Will told the Supervisors that the County's lifting of the freeze is based on a newly adopted federal regulation which reads:

"Existing contracts and pay practices previously set forth will be allowed to operate according to their terms except that specific contracts or pay practices are subject to review when challenged by a party at interest or by five or more members of the pay board [the 15-member board in Washington] to determine whether any increase is unreasonably inconsistent with the [anti-inflation] criteria established by this pay board. In reviewing existing contracts and pay practices, the pay board will consider on-going collective bargaining and pay practices and the equitable position of the employees involved including the impact of recent changes in the cost of living upon the employees' compensation."

Angeles County health services planning committee, the Bauer report, which calls for reorganizing County health services into a system linking neighborhood health centers, specialized diagnostic clinics, and hospitals for improving health services to the citizens of the County."

First stages of the plan, totaling \$185.5 million, include modernizing County-USC Medical Center; expanding and modernizing Harbor General hospital; replacing John Wesley hospital; replacing old structures at Rancho Los Amigos hospital with a new stroke rehabilitation center; replacing Long Beach General hospital and El Cerrito hospital with a new facility on the present site of Long Beach General; converting El Cerrito to a neighborhood ambulatory health center; and constructing a similar center in East Los Angeles.

Later projects, costing \$194 million, include replacement of all inpatient beds at County-USC Medical Center.

"Much of the cost of constructing these facilities will be offset by state and federal revenues," Witherill said. "In fact, should a full national health insurance program be implemented, there would be virtually no cost to the County for these facilities."

County of Los Angeles

DIGEST

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C.S.C. OKAYS RANDOM DRAW

THE CIVIL service commission, faced with a flood of nearly 3,600 applications for 36 available County fireman jobs, will use a random selection system to reduce the job-seekers to a "more manageable" number of 500. The drawing, involving a rotating drum and numbered pingpong balls, will be held at the commission offices in the Hall of Administration Dec. 1. The 500 whose application form numbers correspond with the numbers drawn from the drum will be eligible to take the examination.

Spokesmen for Fire Fighters Union, Local 1014, and three other employee organizations opposed the lottery procedure at a commission hearing Nov. 10.

Director of personnel Gordon Nesvig replied that weeding out the mass of applicants through a written test would be unfair to

Dec. 24 Explained

DIRECTOR OF personnel Gordon Nesvig has sent County departments a memo answering inquiries about next Dec. 24, which the Board of Supervisors declared a special holiday for 1971 only.

The memo said:

"December 24 is not a legal holiday, and some County offices will be required to remain open to transact mandatory business and provide necessary services. Those employees required to work shall accrue one day of holiday time to be taken off at a later date. Unlike regular legal holidays worked, no employee is to be paid overtime for working that day as such. When an employee takes the time off at a later date, however, the day taken off shall count toward meeting the requirements for premium overtime of Section 149 of the salary ordinance, as it does for shift employees who work legal holidays."

Additional information is available from Patricia Swancutt of the personnel compensation division, phone 625-3611 extension 65446.

many qualified applicants, including minorities—and the high passing grade that would be necessary to eliminate sufficient applicants would leave as survivors only those with a relatively high degree of verbal skills, which is not the most essential factor in selecting firemen.

Herbert Carter, County human relations director, supported Nesvig, adding: "The traditional examining system has been and is discriminatory." Carter urged using the random selection system as a stopgap until a better method is developed.

The County's present force of 1,883 firemen includes 10 blacks, 57 of Spanish surname, and one Oriental.

The new random selection rule adopted by the civil service commission Nov. 10 reads:

"After a finding by the civil service commission that the number of anticipated candidates as well as the type of competitive examination to be used in a particular selection process would make it so highly impractical as to verge on impossibility to administer a comprehensive examination to every candidate applying, the director of personnel may utilize random selection. . . Random selection means the reduction of the number of candidates for an examination by means of a lottery."

Nesvig said a lottery never will be used for promotional examinations.

JOB INFORMATION

The department of personnel operates 24-hour telephone service for:

- Promotional job openings, call 628-9116.
- Open competitive examinations given by department of personnel, call 628-9111.
- Open competitive examinations for which the department of personnel is recruiting, call 628-9111.

Around and About

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SW III's. Murphy said his choice was either demotions or layoffs. An increasing number of social workers have become superfluous because of new state regulations, Murphy said, and because caseloads and applications for welfare continue the down trend that began last April. Meanwhile, resignations among social workers, which used to run 3 percent a month, have dropped to one percent, adding to the surplus. Murphy said demotions will be based upon seniority in County service, with no exemptions, and that an absence during the social workers' 1966 strike will not be considered a break in service.

JUDGE CHARLES Loring was re-elected to his second one-year term as presiding judge of superior court. Secret written ballots from the 149 superior judges were counted Nov. 5. Judge Alfred McCourtney was re-elected assistant presiding judge. Their terms start Jan. 1.

ROBERT SMITH took over Nov. 1 as administrator at John Wesley hospital. His predecessor, Alvin Karp, is now administrator of Olive View Medical Center.

JAMES MIZE's temporary appointment as public administrator and public guardian has been extended to next Feb. 29.

THE OCT. 22 DIGEST article on the new downtown minibus system referred to "the brightly painted little vehicles with room for 20 passengers on their molded fiberglass seats." This evoked from administrative assistant James Scott a note saying: "Although many human beings suffer from unfortunate physical handicaps, few, if any, have been observed to have molded fiberglass seats." Come on now, James. You know what we meant.

What-to-Do Guide For Emergencies

A TASK force from six County departments has issued a guide to County employees on what to do in cases of bombing or bomb threat, burglary, fire, or earthquake.

The guidelines were prepared by representatives of the sheriff, district attorney, marshal, fire, personnel, and mechanical departments, and the chief administrative office. The group concluded that security arrangements should be revised in many of the 1,000 County buildings and facilities.

The guidelines, as approved by the Board of Supervisors (Nov. 9), recommend that one person be designated at each facility to make emergency decisions, such as whether to evacuate the area.

BOMB THREATS. The report urges that all employees be trained to notice strange objects or packages in a facility. Generally, the report advises, public services should not be interrupted by evacuations unless a bomb or suspicious object has been found, or it is known that unauthorized persons have gained access to the facility and employees are in "imminent danger." The report notes that "in most cases the possibility of panic during an evacuation probably generates more danger to employees than does the actual bomb threat."

If an employee receives a telephoned bomb threat, the report says, the person receiving the call should:

"Keep the caller on the line as long as possible, ask him to repeat the message. Record every word spoken, if possible.

"If the caller does not indicate the location of the bomb, its type, or the time of possible detonation, ask the caller for this information.

"Ask the caller his name. Sometimes callers, caught off guard, have given their names.

"Listen for peculiar background noises—street sounds, traffic, music, children's voices, anything that might give a clue as to where the call is being made from.

"Listen closely to the voice, its

Dorn Boosts Blood Bank

Dear Fellow Employee:

The outstanding cooperation of the County employees in almost every field of community involvement is well known and commendable. One of many notable efforts has been the setting of an all-time record this year by your blood donations. This has made the Los Angeles County Blood Bank one of the most successful blood banks in Southern California.

The benefits of this program are far reaching. For each pint of blood donated, you receive dual credit: one credit in the County Blood Bank for the use of you and your family and another credit in your own individual account for whomever you choose.

We must be prepared to assist those who, in the event of personal emergencies, require the services of our Blood Bank. I urge you to continue your valuable support of this program. Come to our Bloodmobiles, for there is only one source of blood and that source is YOU, the County employee.

I am grateful for your cooperation in this worthwhile endeavor.

Sincerely,

Warren M. Dorn
WARREN M. DORN, Chairman
Board of Supervisors

THE COUNTY bloodmobile schedule for the coming three weeks is:

Nov. 19 (today), 10:30 a.m. to 3 p.m. at the road department, 1540 Alcazar street.

Nov. 23 (next Tuesday), 11 a.m. to 3:30 p.m. at the pediatric hospital.

Nov. 24 (next Wednesday), 11

a.m. to 3:30 p.m. at general hospital auditorium, 1200 North State street.

Dec. 8 and 9, 10:30 a.m. to 2:30 p.m. in room 477, Hall of Administration.

Additional information is available from Armando Lopez, Jr., County blood bank coordinator, phone 625-3611 extension 65222.

qualities, accents, or speech impediments."

If a person finds a bomb or suspected bomb, he should prevent it or anything attached to it from being touched or moved.

BURGLARY. The study advises employees to call a local police or sheriff station immediately, and to preserve the theft scene undisturbed, avoiding all movement in the area.

FIRE. Fire emergency plans should be developed with the local fire department for each facility, including agreed-upon exit routes for all occupants. The study adds to do "only what appears reasonable safe in attempting to use fire

extinguishers and fire hose from cabinets in controlling a fire."

If evacuating a building, employees should avoid any route of travel affected by dense smoke or heat.

EARTHQUAKE. The report advises "be calm, remain where you are, indoors or outdoors—be alert for falling objects and avoid fallen wires." Getting under a desk or table or standing in a doorway will give some protection from falling objects.

The report adds: "Determine immediate danger by checking for gas and water leaks, fires, and objects about to fall. . . Do not use a telephone except for emergency purposes."