



DIGEST

Board Adopts Retraining / Referral Policy

Over the past several months, the Board of Supervisors has expressed concern regarding the effect of contracting on County employees. To meet these concerns, a number of separate actions have been taken. These include:

1. Provision in the 1982-83 County budget of 5 percent of the amount saved by contracting for the purpose of funding the retraining of affected employees.
2. Adoption by the Board on July 13, 1982, of the Retraining/Referral Program whose primary purpose is to find jobs for employees affected by contracting.
3. Approval by the Board on October 5, 1982, of a contract for the purchase of educational services with the Los Angeles Unified School District to provide retraining for County employees.
4. Inclusion in contracts of provision for the hiring of displaced County employees by the contractor.

On January 18, 1983, the Board adopted the policy statement printed on page 4. The statement is designed to make clear the Board's objectives regarding employees affected by contracting.

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COUNTY EMPLOYEES RETRAINED FOR DIFFERENT JOBS



Former custodian Linda Austin is now a Water Services Helper.

"If you have ten more like her, please send them over," said Ms. Linda Austin's Supervisor.

Before contracts in the Public Library were awarded to provide custodial services Ms. Austin, along with other custodians, was referred to the Retraining/Referral Program which attempts to place employees affected by contracting. Ms. Austin is now a Water Services Helper I at the Department of County Engineer-Facilities. She assists in the repair of broken water mains, repairs copper lines that run from the water main to the meters, reads and changes water meters, and performs general repair work as assigned.

The Retraining/Referral Program was

adopted by the Board of Supervisors on July 13, 1982 and is administered by the Department of Personnel. The program identifies the employees who may be facing lay-off, screens and counsels these employees, selects participants for retraining purposes, re-trains employees, identifies job opportunities, and refers employees to jobs inside and outside the County.

In the first half of the 1982-83 fiscal year one hundred and twenty-five (125) employees were affected by contracts that were awarded. Of this group ninety-seven (97) were placed through the Retraining/Referral Pro-

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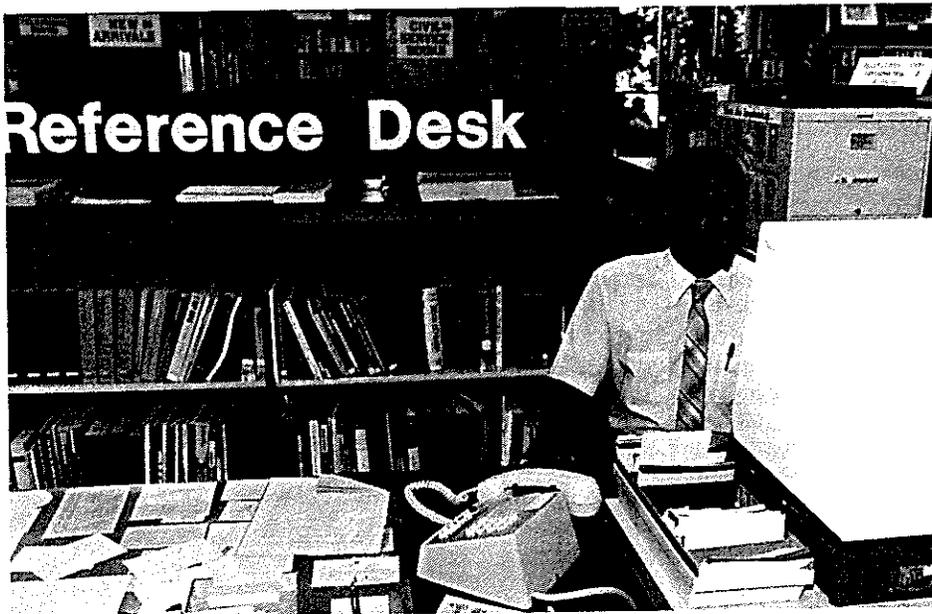
January 17 Was Appreciation Day For County Employees

At its January 11 meeting, the Board of Supervisors proclaimed January 17 as Los Angeles County Public Employees Appreciation Day and called upon all County residents to honor the 72,000 workers who make County government run smoothly and provide loyal public service.

"The people employed by Los Angeles County serve the needs of 7.5 million residents and visitors," said Supervisor Schabarum. "They care for the sick; they find homes for the homeless; they work to keep our communities safe from our neighborhoods to the beaches . . . and the list goes on. Our diligent employees can be counted on to provide essential services any time, day or night.

"The Board of Supervisors should take every opportunity to praise our employees publicly and express our appreciation for the outstanding work they do each day.

"President Reagan has recognized millions of federal workers by setting aside January 17 as Public Employees Appreciation Day — I believe County employees should receive like recognition".



Library Assistant Louis Shackles demonstrates skills at Brakensiek Library.

County of Los Angeles

DIGEST

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gram before the contracts were implemented. Of the thirty-five (35) employees laid off, sixteen (16) have been rehired by the County as part of the continuing program to make an intensive effort to find jobs for displaced County employees.

The Retraining/Referral Program focuses on an employee's specific skills regardless of that person's current job classification. County departments have cooperated with this program in filling their vacancies with qualified employees with training tailored to meet the needs of the employee and the demands of the job developed jointly by the hiring department and the Department of Personnel.

One example of the intensive effort made in this program is the Library Assistant Training Program at Public Library. Linda Crismond, Department Head, Public Library, recognized the importance of identifying the skills of employees impacted by contracting as well as reviewing vacancies within the department.

Contracts in the Public Library were awarded to provide custodial services. Custodians to be affected were interviewed by a panel from Public Library and the Department of Personnel. Twelve custodians were selected as trainees for Library Assistant.

These trainees receive 26 weeks of on-the-job training in various public library facilities throughout the County. Upon completion of the training the Library Assistant is assigned permanently to a Library and reports to professional librarians providing support in circulating library materials and making them accessible to the community.

Mr. Louis Shackles, a former Custodian Supervisor, has completed the training and is now working as a permanent Library Assistant at the Brakensiek Library in Bellflower.

Two other trainees currently working towards completion of the Library Assistant Program are former Custodian Working Supervisors, Lawrence Willis and Johnnie Parker. Mr. Parker is working at the West County Library and

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Book Mobile operator Lawrence Willis services Senior Citizens for East County Library.

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Mr. Willis is operating a Book Mobile in the East County Library servicing Senior Citizens who live in Convalescent Homes and Mobile Home Parks.

Their supervisors say it has been a source of personal satisfaction to see these trainees taking on the challenge of a new career field and meeting that challenge.

Jason Williams, the Department Head of Building Services, has also made intensive efforts to place and retrain employees affected by contracting out of custodial services by his department. Currently, eighteen custodial employees from Building Services have completed the Department of Personnel's clerical training program. One of these employees, Ms. Betty Sloan, has transferred to the Department of Beaches and Harbors and is functioning as an Intermediate Clerk. She is the receptionist for the Procurement and Warehouse functions in the department. Ms. Sloan hopes that her accomplishment will encourage others

to participate in available training programs so that they can obtain better job opportunities.

Ms. Deanza Cook, Ms. Lela Pfaff and Ms. Ethel Powell are three other custodial employees from Building Services who through their clerical training have become Intermediate Typist Clerks and Intermediate Clerk respectively within the Department of Building Services and are off to a good start in their new careers.

Ms. Barbara Cox, a Custodian Supervisor has transferred to the Sheriff's Department as a Personal Property Worker. She is primarily responsible for releasing personal property to inmates upon their release from jail and properly tagging, securing and filing personal property that comes in from the booking room.

Another Department Head, closely involved with the placement of employees affected by contracts, is Ralph Cryder, Department Head of Parks and Recreation Department. Through retraining/referral efforts fourteen Grounds Maintenance Workers affected by contracts are working successfully

in their new assignments, eleven as Road Laborers in the Road Department and three as Water Services Helpers in the County Engineer/Facilities Department.

The Department of Personnel is currently working with the Department of Health Services, Public Library, Mechanical Department, Data Processing and Building Services to develop opportunities for employees who may be affected by future contracts. These and all other County departments will continue to meet the Board's Order of January 18, 1983, which ensures that individual employees impacted by contracting out will not have their means of livelihood removed from them.

Retirees...

The following people have retired in recent months after more than thirty years of service to the County:

Sheriff: John M. Brady, Rex E. Nere, Joseph McDonough, Paul G. Petredis, Jr.,

Road: William K. Sato, Henry Valadez,

Also: Harold J. Callen, District Attorney, Leonard W. McKinley, Beaches: Betty Adams, County Clerk: Agatha R. Brown, General Hospital: Alfonso Campbell, Jr. Municipal Courts: Byron J. Durden, Registrar Recorder: Bertel F. Norling, Engineer: Alice S. Ochiai, Social Services: Bernard Register, Health Services: Frank Simerly, Arboretum.

The following have retired with over twenty-five years of County Service:

DPSS: Margaret M. Gillis, Stephen Brant, Gladys Cook, Morlin K. Olson.

Sheriff: Bernard F. Holloway, Robert Leon Woods.

General Hospital: Adolph M. Brouckaert, Clementine L. Kinchen.

Parks and Recreation: Leonard Brown, George M. Doucette.

Also: Richard Willis Geard, Building Services: Keith I. Benedict, Central Health: Santos Burqos, Medical Center: Walter G. Gresham, County Clerk: Concepcion Guerrero, District Attorney: Pearl Hirshon, Los Angeles Municipal Court: Lovell Hunt, Psychiatric Hospital: Walter O. Smith, Municipal Court: Dorothy B. Williams, Superintendent of Schools: Thaddeus A. Grotz, County Engineer.

STATEMENT OF POLICY OF THE LOS ANGELES COUNTY BOARD OF SUPERVISORS REGARDING EMPLOYEES WHOSE JOBS ARE AFFECTED BY CONTRACTING

The County of Los Angeles' goal is to ensure that individual employees impacted by contracting will not have their means of livelihood removed from them. To attain this goal, County management will make extensive efforts to ensure that individual employees facing the loss of their jobs due to contracting will have the opportunity to make informed choices regarding their future means of livelihood.

The Chief Administrative Office, the Department of Personnel and all departments and districts will act to ensure that employees who are in jeopardy of losing their jobs will have their available options clearly detailed to them in order that they may make an informed choice among the options open to them. Any one of five basic options may be available to employees facing the loss of their jobs:

- (A) Accepting a transfer or reassignment within the department;
- (B) Accepting a transfer or reassignment to another department;
- (C) Accepting employment with the contractor (right of first refusal for employment openings is a standard clause in all solicitation documents);
- (D) Accepting employment elsewhere in private sector or other governmental agencies;
- (E) Leaving the work force.

The availability of a particular option and the stated interest and desire of an individual employee will determine the manner in which County management will attempt to assist the employee. If the employee chooses option A, B or D, the Department of Personnel will make an intensive effort through an aggressive Retraining and Referral Program to assist employees in obtaining their employment goals.

In the event that County employees are laid off due to contracting, every effort will be made to (1) rehire them as County vacancies become available, and (2) continue to assist them in finding employment in the private sector or with other public entities.