



DIGEST

Board unveils fiscal year 1984-85 pay and benefit package

Employees will soon begin to receive pay and benefit adjustments just approved by the Board of Supervisors. On June 28 the Board adopted recommendations of Chief Administrative Officer Harry L. Hufford, which affect 70,000 represented and nonrepresented employees. The CAO's recommendations implement agreements on pay and fringe benefits reached with employee organizations last fall and restructure benefits for management and most nonrepresented employees.

Highlights of the pay and benefit package are:

- 65,000 represented employees will receive pay increases beginning on September 1, 1984. The increases, averaging 5.5% but ranging as high as 8.25%, will be provided to many of these employees in two stages.
- In addition, the County, under the current Fringe Benefit Memorandum of Understanding with employees, will match tax deferred employee contributions to a new County sponsored Thrift Plan up to a limit of \$2.4 million.
- Most nonrepresented employees will receive a two schedule

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1984-85 County Budget Highlights

Early this month the State Legislature forwarded to Governor Deukmejian a bill which enables Los Angeles County to avoid a \$65.4 million shortfall in its 1984-85 budget. When the Board of Supervisors adopted the annual budget on June 28, 1984 they did so on the assumption that such legislation would be passed. Chief Administrative Officer Harry L. Hufford indicated that if such legislation were not passed, program curtailments would be a certainty. Adequate funding is now assured to provide services without reductions for the first time since 1977-78.

The following budget outline, together with the accompanying article on the 1984-85 pay and benefit package, provides a summary of fiscal information for all County employees.

OVERVIEW

Reflects an increase of \$515.4 million, 9.3%, over the 1983-84 budget.

- Provides for 1,367.5 new positions, a 1.9% increase, primarily in the areas of children's protective services and law enforcement.
- Funds pay raises averaging 5.5%, effective September 1, 1984, for most employees following a 14-month freeze.
- Provides for no reduction in services for the first time since 1977-78.
- Implements the priorities of the Board of Supervisors by concentrating new funding for children's services, law enforcement, prosecution, the courts, fire protection and public health.
- Implements Board policies requiring greater departmental efficiencies in the areas of contracting-out, productivity improvement, and early separation/department consolidation for an estimated

savings of \$18.0 million.

- Generally, reflects the level of services provided for County programs in the 1984-85 State Budget, except for children's protective services, in which the Board augmented the level of State funding.

The following provides a more detailed summary by major program:

Justice

- Adds 286.0 positions to the Sheriff to provide for expanded jail population.
- Adds 65.0 positions to the District Attorney for increased prosecution efforts.
- Adds 202.9 positions to the Courts and Marshal to reflect increased Judicial workload.
- Adds 83.0 positions to Probation for detention facilities and camps and 105.6 positions for expanded field services.

Fire

- Adds 54.0 positions to the Forester and Fire Warden to restore staffing for six engine companies deleted in prior years.
- Adds 139.4 positions to Fire Protection Districts increasing engine company staffing by 25% to a level commensurate with other major, metropolitan (Class I) fire departments.

Social Services

- Significantly expands the level of children's protective services by the addition of 472.1 positions and \$16.8 million.
- Provides for a 5.6% cost of living adjustment for AFDC recipients as mandated by State law.

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Civic Center Evening Classes to start earlier this year

East Los Angeles College courses will begin the week of August 20th and end the week of December 17th this year. In previous years classes started in September and ended in January. Registration will be conducted at the first class meeting in the classroom.

The College has asked us to announce a class which was added after the Fall schedule was printed:

SPANISH 8 — Conversational Spanish (2)

(may be repeated for credit four times)

PREREQ: Spanish 2 or three years of high school Spanish. Lecture, discussion, 2 hours.

Classroom discussions in **Spanish** based on everyday life situations, travel vocabulary, current events and other topics of interest. Acceptable for credit, UCLA and CSULA.

5:30-7:30 Monday, Room B4B
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DIGEST

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EMPLOYEE OF THE MONTH NAMED

Michael Clair, Manager, Cardiopulmonary Services, Olive View Medical Center, has been named by the Board of Supervisors as the Employee of the Month for the month of June 1984.

Criteria for selecting an Employee of the Month honoree is based on the employee's superior work performance, contributions and suggestions resulting in increased productivity, improvements and savings, outstanding public service achievements and participation in community affairs.

"I was stunned to learn that I had been selected as Employee of the Month. A lot of the staff here at Olive View put in a lot of extra effort to perform their work assignments. Any one of them could have been selected as the Employee of the Month. The thing that motivates me to go beyond the call of duty is gratitude. I'm grateful to be working at Olive View with a great staff. I love what I do and if I were independently wealthy, I would still do what I do . . . give medical assistance to the patients," Clair said.

"I feel that I'm blessed to have a good job, a family, good friends, and good health."

Clair often goes to Olive View Medical Center as a volunteer to provide emergency respiratory assistance to patients.

He is described by his peers as an extremely valuable employee, completely knowledgeable in his field, well organized, reliable and always seeking ways to improve patient care. On his own time, Clair has gone to the Olive View Medical Center to accompany an infant to County/USC Medical Center in an ambulance to assure that she reached the hospital alive. He has on numerous occasions responded willingly after being summoned from home to help in resuscitation emergencies. He provides the type of voluntary assistance which saves lives.

Clair began his County service in November 1977 as a Respiratory Therapist at Olive View Medical Center. He is a Certified Respiratory Therapist, receiving his education and training at



*Michael Clair
Employee of the Month*

Blair Vocational College in Costa Mesa and Pacifica Hospital in Huntington Beach. He has also attended Cerrit College and Los Angeles Valley College. Clair holds three patents on medical devices to modify respiratory and anesthesia equipment. His wife, Sandra, is an executive secretary for NuMed, which operates hospitals in the Southern California area.

For his superior devotion to duty, Clair has received numerous letters of commendation and outstanding Performance Evaluations.

Clair has been involved in several cost-effective projects which increased productivity and revenues for the benefit of patients, taxpayers and the hospital. He recommended an activity to raise \$1,000 for the purchase of a Neonatal Infant Monitor. He assisted in the reorganization of technical and managerial procedures in the Olive View Medical Center Cardiology Unit which defined additional relative value units for work performed and generated an increase in revenue.

Clair has an academic appointment as a visiting lecturer in respiratory therapy at UCLA School of Medicine.

. . . Pay & Benefits (Continued from page 1)

increase on September 1, one schedule on January 1, 1985 and one schedule on April 1, 1985. However, these nonrepresented employees, effective January 1, 1985, will begin to accrue a maximum of 10 days full-pay sick leave annually compared to the 12 days received by most other employees and they will no longer be eligible to receive floating holidays.

- Nonrepresented physicians will receive a pay increase of 5.5% on September 1 and will also be eligible to participate in the Thrift Plan.
- Most other nonrepresented employees will be eligible to participate in a new Savings Plan effective September 1. This plan provides a dollar for dollar match of employee contributions up to 3% of each employee's monthly pay. Both the employee contribution and the County match will be tax deferred.
- Beginning January 1, 1985 the same nonrepresented employees will be eligible for a new "Flexible Benefit Plan." Under the plan, which conforms to the current provisions of the Internal Revenue Code Section 125, each participating employee will be able to shape his or her own benefit package from an array of benefit options including tax-exempt health and dental insurance, non-covered health and dental care such as coinsurance and co-payments, accidental death and dismemberment insurance, life insurance, dependent care, and taxable cash. Cost of the benefits will be charged to a flexible benefit account established in the employee's own name. Each account will be funded by County contributions up to a specified limit but each participating employee will have the option to add to the account by reducing salary in exchange for offsetting contributions by the County.

Aged crime fighter joins Sheriff Block's Civilian Volunteer Program

Grandpa Ike, one of three "dummies" used by ventriloquist Aaron Williams, the Sheriff's Safety Education Field Deputy, has joined the ranks of Los Angeles County Sheriff's Department Civilian Volunteers.

Sheriff Block gave Grandpa Ike his official Sheriff's Department Civilian Volunteer Identification Card and said, "As a new member of the Sheriff's Department's Civilian Volunteer Program, Grandpa Ike will continue to enhance our crime prevention and safety programs. He has thrilled thousands of spectators of all ages with his humor and wisdom, and at the same time has informed them of the importance of safety and crime prevention."

Instantly recognized from public service messages on television and from numerous personal appearances, school children and senior citizens spontaneously respond to Grandpa Ike's safety messages.

When Grandpa Ike was asked by Sheriff Block why he wanted to become a civilian volunteer, he replied, "I want to be involved."

"This is the type of attitude that is indicative of our civilian volunteers," said the Sheriff. "In the past three months approximately 900 civilian

volunteers donated over 15,000 hours to help the Los Angeles County Sheriff's Department provide better service to the citizens of Los Angeles County."

Citizens interested in joining Grandpa Ike in becoming a Sheriff's volunteer should contact their local Sheriff's Station or the Office of Special Programs at (213) 946-8511, extension 7870. Current volunteers range in age from 18 to 80 and come from a variety of career backgrounds.

Safety Tidbits

Statistics by the National Safety Council show that overexertion and bodily reaction are responsible for some 710,000 disabling injuries on the job every year. More than one-fourth are caused by handling containers. Almost as many result from reaching, bending, or twisting.

It would seem that more accidents would happen late in the work-day when a person may be getting tired. Not so, says the National Safety Council. The most dangerous hour of any working shift is the first hour of work.

To work more safely and more effectively, persons should try their own starting habits against the following checklist of the safest way to start the work day:

- Eat before coming to work so the mind and body will be alert.
- Put off the discussion of family problems until later, to avoid being upset at the start of the day.
- Leave plenty of time for driving so a delay in traffic won't be so upsetting.
- Take a few of those vital moments to assume a working attitude of care and caution before starting the work day.

With a certain amount of personal planning, a person can better avoid becoming a first-hour of the workday casualty.



VOLUNTEER — Sheriff Sherman Block looks on as Grandpa Ike signs his official Sheriff's Department Civilian Volunteer Identification Card.

County Budget

(Continued from page 1)

- Provides for a \$5 million savings in the General Relief budget through expanded efforts to qualify recipients for federal SSI.

Health Services

- Augments public health programs by \$2.4 million.
- Funds new Normal Birthing Center and Family Medicine Program.
- Provides for no reductions in health care for the third straight year.

Mental Health Services

- Implements the Governor's augmentation programs providing \$10.0 million in expanded services.

Recreation and Culture

- Substantially restores public sector support for the Museum of Art by providing \$1.5 million plus an additional \$450,000 in funds to be matched by an equal contribution from private donations.
- Provides for a \$0.6 million augmentation to the Museum of Natural History.
- Substantially restores prior years' reductions in security, maintenance, and recreation staffing at local parks through the addition of 60.5 positions.
- Provides Beaches and Marina with \$0.5 million for restoration of beach maintenance, lifeguard equipment, and a north jetty sand barrier.

Capital Projects

- Provides funding for interim and long-term jail expansion projects.
- Provides funding for the Temple City, Las Virgenes, Lakewood, and San Dimas Sheriff stations.
- Provides funding towards completion of the new Van Nuys, Los Cerritos, East Los Angeles, and Downey courthouses.

CORRECTION

In the article, "Getting Help for Personal Problems," June 15, 1984 issue of the Digest, the correct number for Bi-line should have been 873-3700.

Budgeted Positions

With the exception of staffing increases of 1,422.1 positions in critical priority services, all other County functions include a net decrease of 54.6 positions. The change in staffing priorities is summarized below:

	Budgeted Positions Change
Children's Services	472.1
Sheriff	383.0
Courts (Including Marshal)	202.9
Fire	193.4
Mental Health	103.7
District Attorney	67.0
Subtotal	<u>1,422.1</u>
All Other	<u>(-54.6)</u>
Total	1,367.5

The relative change by major functional group is further detailed in the following table:

COMPARISON OF BUDGETED POSITIONS

General County	1983-84 Budgeted Positions	1984-85 Adopted Budgeted Positions	Change	% Change
Justice System	18,351.0	19,227.2	876.2	4.8
Other Public Protection	1,809.5	1,875.0	65.5	3.6
Health Services	21,754.5	21,811.2	56.7	0.3
Other Health Care	1,363.1	1,543.8	180.7	13.3
Public Assistance	10,153.7	10,385.8	232.1	2.3
General Government and Services	10,223.4	9,915.7	(-307.7)	(-3.0)
Recreation and Cultural Services	<u>1,820.4</u>	<u>1,853.8</u>	<u>33.4</u>	<u>1.8</u>
Subtotal General County	65,475.6	66,612.5	1,136.9	1.7
Other Special Districts and Funds	<u>5,035.3</u>	<u>5,265.9</u>	<u>230.6</u>	<u>4.6</u>
Total	70,510.9	71,878.4	1,367.5	1.9

TOTAL REQUIREMENTS — ALL FUNDS

	1983-84 Adjusted Allowance	1984-85 Final Budget	Change Amount	Percent
General County	\$4,582,262,604	\$5,085,666,398	\$503,403,794	11.0
Special Funds, Districts, Other Enterprise and Agency Funds	<u>953,840,821</u>	<u>965,815,457</u>	<u>11,974,636</u>	<u>1.3</u>
Total	\$5,536,103,425	\$6,051,481,855	\$515,378,430	9.3
Budgeted Positions	70,510.9	71,878.4	1,367.5	1.9