



DIGEST

Office of Human Resources Created

As a result of the consolidation of the Chief Administrative Office and the Department of Personnel by the Board of Supervisors on April 9, Chief Administrative Officer James C. Hankla unified all personnel functions of the Chief Administrative Office and the former Department of Personnel into an Office of Human Resources within the CAO. The new office will be headed by Senior Assistant Administrative Officer Donald R. Deise and will include the functions of Employee Relations-Compensation; Employee Health and Safety; and Employment, Training and Classification. A section which will be devoted exclusively to Management Personnel Systems is a part of the organization. The office's fundamental purpose is to assist the Board of Supervisors, and County departments and districts to obtain, develop and utilize the human resources required to meet their goals.

Consolidations impact individuals and an organization in a profound way. An important human resources management role emerging from the consolidation efforts is that of coordinating and integrating programs, activities and resources of various departments to resolve problems as they are identified and to take advantage of opportunities to improve productivity. An example of this new

approach is the Consolidation Committee composed of representatives from the Office of Human Resources, Management Services, Contracting and Productivity, and Budget Divisions of the CAO, and departments involved in consolidation. Faced with conditions demanding quick response and innovative solutions, the Committee brings together the resources of the line departments and the CAO to anticipate problems and expedite solutions.

A good example of participative policy formulation in action is the Employee Development Management Advisory Committee (EDMAC).

The role of EDMAC, composed of fifteen County Department Heads, is:

- To improve the overall management of the County government by recommending the establishment of Countywide personnel policies and programs.
- To contribute to the development of personnel policies and programs by reviewing proposals and plans and providing advice and guidance.
- To provide top management leadership in the implementation of personnel programs.

Another important part of the management personnel team is the Integrated Personnel Systems (IPS) Committee. Composed of Personnel Officers from County Departments, the Committee is particularly valuable in developing and recommending personnel policies for County-wide adoption.

Human resources management looks upon a motivated, healthy workforce as the essential element in organizational effectiveness. Employee commitment, ingenuity and productivity ultimately

determine the strategic and operational success of the organization. Recognizing this fact, the Office of Human Resources intends to plan, integrate, and administer the County's personnel program in a proactive, participative manner, with emphasis on the vitality and potential of its human resources. In order to develop that potential, programs that benefit both the County and the individual employee (e.g. referral to Vocational Rehabilitation) will not be neglected. An example of concern for all employees is the extension of long term disability benefits (now available only to employees in Retirement Plan E) to **all** employees on July 1.

Assistant Directors Appointed in Health Services

The appointment of three assistant directors to manage the major divisions of the Los Angeles County Department of Health Services has been announced by Robert C. Gates, department director.

The appointments fill three positions established in an administrative reorganization of the department that was approved by the Board of Supervisors last fall. The reorganization is designed to provide a more efficient executive management structure.

Appointed Assistant Director of Health Services, Hospitals, is Carl A. Williams, who has extensive experience in hospital management and health care delivery. Since 1981 he has served as vice president and general manager for Middle East operations for National Medical Enterprises. He has also served as the administrator for two Kaiser Foundation hospitals in San Diego and as Assistant Director of Hospitals for the University of Colorado

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April Employee of the Month

When Fred Findlay of the Department of Beaches and Harbors was honored for being selected as the April, 1985 Employee of the Month, a scroll was presented to him by Board of Supervisors Chairman Edmund D. Edelman.

Mr. Findlay is a Senior Ocean Lifeguard with 22 years of lifeguard experience. He began his lifeguard career in 1963 with the City of Los Angeles. In 1975, he became a County employee as a result of a merger of lifeguard services between the City of Los Angeles and the Los Angeles County Department of Beaches and Harbors. Effective April 28, 1985, Mr. Findlay was promoted to Lieutenant (Temporary) for the summer season.

Over the years, Findlay has performed his assigned duties in an outstanding manner. In 1977, he was in the first group to be trained as a lifeguard paramedic. Since then, he has worked as a lifeguard at Zuma Beach and Malibu. He is viewed by his department as an excellent paramedic, alert and performing well in emergencies. He has served as a rescue boat operator at Lake Crowley and Will Rogers Beach. In addition to his paramedic respon-

sibilities, he is an active member of the Lifeguard Dive Team, the Lifeguard Training Team and serves as an instructor for the 1985 Lifeguard "Rookie School."

Mr. Findlay works well with people and is interested in water and boat safety programs. His many efforts in this area are valuable contributions toward building a strong public awareness of safety responsibilities within the County beach areas.

He was also selected to work on the Inner City Watts Model City Program, instructing inner city children in water safety and beach awareness and was a successful role model for disadvantaged youth.

Mr. Findlay has donated hundreds of hours of voluntary service teaching Cardiopulmonary Resuscitation (CPR), water and boat safety to groups like the Boy Scouts and the American Heart Association. Red Cross selected him as their spokesperson during recent television public service announcements stressing the use of CPR in life saving situations. He and his wife, Amy, have two children and live in Camarillo.



Fred Findlay

One Department Evaluates "Shake 85"

Examples of the intensity of departmental involvement in the "Shake 85" earthquake exercise were provided in a recent evaluation by the Department of Animal Care and Control. The department reported successes in employee education and participation, generating new approaches in responding to disasters, and strengthening working relationships with other departments, agencies and volunteer support groups.

The department found that, though it regularly responds to real life disasters such as fires and floods affecting animals, those disasters usually involve only one or two of their centers. The "Shake 85" exercise included simulated field disasters at all six of the animal shelters in widely separated areas throughout Los Angeles County.

In the exercise, personnel and equipment were deployed and communication systems were activated to respond to such simulated situations as:

- A building occupied by a privately owned pet shop collapsed with animals injured, dead or trapped.
- Tranquilizer equipment and veterinary trailers needed for exotic/wild animals loose in a park. Blockage of highway required use of a back road.
- Pets brought to a school gym shelter set up for human occupancy, needed to be relocated.
- Birds needed to be relocated in a sanctuary with water line above normal.
- Barns were on fire, with loose horses and livestock around; the Fire Department was needed, as well as personnel to ride and handle horses.

Participating in the exercise were 47 Animal Control employees, including 5 staff veterinarians, a number of private veterinarians, 3 neighboring animal care organizations, the County's Veterinary Services in the Department

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County of Los Angeles

DIGEST

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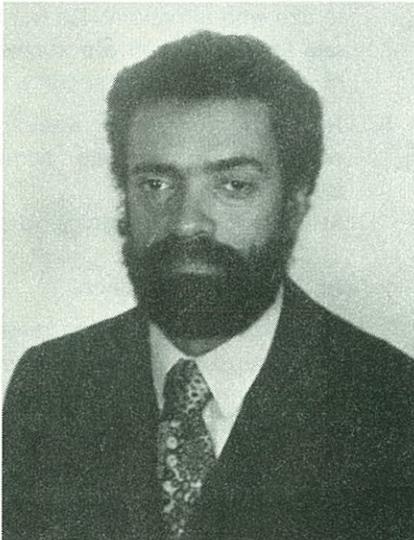
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Assistant Directors Appointed in Health Services

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Irving H. Cohen



Caswell A. Evans, D.D.S.



Carl A. Williams

Medical Center. From 1963 to 1967, Williams held administrative positions at two Los Angeles County hospitals, LAC/USC Medical Center and Olive View Medical Center.

Williams received an M.S. degree in Public Health, Hospital Administration, from the University of California, Los Angeles. He has served on the Board of Trustees of the California Hospital Association.

Caswell A. Evans, Jr., D.D.S., has been appointed Assistant Director of Health Services for Programs, including Public Health, Ambulatory Care, Probation Health and Substance Abuse.

Most recently, he was Director of King County Public Health Services, a division of Seattle-King County (Washington) Department of Health Services.

Dr. Evans has also served as chief of operations and dental services with the Seattle-King County Department of Public Health. He has taught at the School of Dentistry of the University of North Carolina and was chief of dental services and director of research and evaluation at HEALTHCO, a comprehensive health care center in North Carolina. He received the D.D.S. degree from Columbia University and a Master of Public Health degree from the University of Michigan. From 1978 to 1981 Dr. Evans served as a gubernatorial appointee to the Washington State Health Coordinating Council.

Irving H. Cohen, appointed Assistant Director of Health Services, Finance and Administration, has been with Health Services for 20 years. Since 1979 he had served as Deputy Director of Finance. Prior to that he was chief of financial management for the department and finance officer for the Coastal Health Services Region. He has also served on the finance staff of two county health care facilities. Cohen received an M.B.A. degree from California State University, Dominguez Hills.

Improving Security in County Facilities

The Board of Supervisors is interested in security of County Facilities. They have expressed particular concern about damage and thefts of County and personal property, and occupant safety. Employees are encouraged to become involved in improving security of their building.

All County facilities have security plans which provide measures for protecting the County workforce and public as well as safe-guarding personal and public assets. The security measures and guidelines are facility-specific and are developed with regard to particular demands and requirements. However, a need remains for employees to exercise caution, involvement and awareness while in buildings, adjacent areas, and parking lots.

The common security breaches include stealing of County and personal property, pillaging of desks, and vandalism of County and personal property. One notable incident is purse snatching in women's restrooms. The Sheriff's Department offers these suggestions for lowering the risk of crime:

1. Report all crimes, suspicious activities or persons to security, and/or the law enforcement agency with jurisdiction for your facility at once. (Also file a report with your departmental management.)
 - A) Persons loitering in hallways, restrooms or snack bars with no apparent business.
 - B) Non-employees in areas restricted to employees only.
 - C) Persons attempting to sell anything.
2. Ensure that "exit only" doors to emergency exit stairwells remain locked to prevent their being used for entry.

Criminals will use these stairwells to enter the building and travel between floors. Do not use these stairways for travel between floors as their seclusion increases the risk of your becoming a victim.

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Board of Supervisors Designates May 22 -June 21 County's 1985 U.S. Savings Bonds Campaign Period

The Board of Supervisors has proclaimed May 22 through June 21, 1985, as the County's 1985 U.S. Savings Bonds Campaign Period. Board of Supervisors Chairman Edmund D. Edelman will serve as Chairman of this year's Campaign.

In the resolution proclaiming the 1985 Bonds Campaign, the Board urged County employees to give serious consideration to signing up for or increasing their present Bond allotment during the campaign. By providing an easily affordable method of savings, Bonds offer all employees a sound and convenient way to invest in their future and the future of their country. The country benefits because Bond holdings represent debt that does not have to be financed in the open market at a higher interest rate. Savings Bonds save the Treasury, and taxpayers, nearly \$2 billion in interest costs annually on the public debt.

Bonds offer both security and an attractive rate of return to individual investors. The yield on U.S. Savings Bonds is determined by market rates. The current interest rate for Bonds is 9.49%. This rate is effective from May 1 through October 31, 1985. The average yield for the 6 semiannual periods since market-based variable rates were introduced on November 1, 1982, is 9.92%.

Bonds held 5 years or longer earn interest at a rate based on 85% of the average yield on 5 year Treasury securities, compounded semiannually. Also, there is a guarantee that the Bond interest rate will not go below 7.5% when the Bonds are held for the same 5 year period no matter how much the market rate changes. With an average market rate of 10%, Bonds can mature in only 7 years. However, Bonds continue to earn interest after maturity for a maximum of 25 years from date of issue.

Savings Bonds are available in denominations of \$50, \$75, \$100, \$200, \$500, and \$1000 through the County's Payroll Deduction Plan. The purchase price of all denominations is half the

face value. For example, you can purchase a \$50 denomination Bond by investing only \$25. Regular allotments can be set aside from an employee's paycheck for the purchase of Bonds. This deduction can be as little as \$6.25 per month. Once the full purchase price is accumulated by the Auditor-Controller (e.g. \$25 for a \$50 Bond), a Bond is purchased and **it begins earning interest as of the date of issue.** Nowhere can you invest so little a month and still have access to market based rates for your savings.

More than 5.2 million Americans buy Bonds through payroll deduction and over \$75 billion worth of Savings Bonds are now held by the public. They have come to realize that buying Bonds offers everyone an opportunity to demonstrate faith and support for this country, while making a sound financial investment. Join these other Americans by signing up to buy Bonds through the Payroll Deduction Plan or by increasing your current deduction for Savings Bonds. **It's a smart way to save.**

Shake "85"

(Continued from page 2)

of Health Services and Animal Control's East and West end Emergency Volunteer Rescue Teams. (These employees actually left their places of employment upon receiving a pre-arranged call).

Fire Department personnel from 6 stations assisted in inspecting centers and testing personnel for readiness in utility cutoffs, emergency first aid knowledge, evacuation procedures and use of the 3 digit emergency phone numbers.

While the simulation was going on, Animal Control responded to actual emergencies, including a brush fire and loose cattle on a major highway.

Departmental spokespersons admitted "a few mistakes" but believe the exercise was successful. Plans are being made to include a similar test in the department's annual training program.

Improving Security

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3. When going to the ladies room do not take along a purse. Lock it in your desk, locker or other secure area and take only the needed items. If purses or valuables are brought along, hold onto them. Do not place them on the floor or hang them from a hook. Even though this seems inconvenient, it lessens the likelihood that purses and valuables will be stolen.
4. Prior to entering the restroom, check for persons loitering in the general area. Criminals will watch and pick a victim as she enters.
5. After entering the restroom, check to see who is present. Do not hesitate to leave if you are suspicious of someone. Notify security.
6. Remember, there is security in numbers. Try to take someone along when:
 - A) Coming from or going to parking areas.
 - B) Going out to lunch.

Working in County facilities does not make you invulnerable to crime. Security is a continuing process and can be strengthened through your participation. Your involvement can and will make a difference.



**LOS ANGELES
COUNTY**

U.S. Savings Bonds

1985

CAMPAIGN

MAY 22 - JUNE 21

