

Ronald Reagan Presidential Library Digital Library Collections

This is a PDF of a folder from our textual collections.

Collection: Reagan, Ronald: Gubernatorial Papers,
1966-74: Press Unit

Folder Title: [Personnel] – California's 1971-1972
State Plan under the Intergovernmental
Personnel Act of 1970 (1 of 3)

Box: P38

To see more digitized collections visit:

<https://reaganlibrary.gov/archives/digital-library>

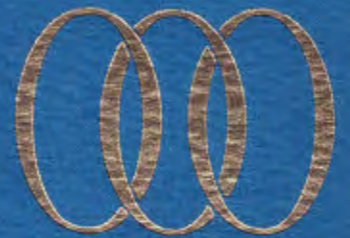
To see all Ronald Reagan Presidential Library inventories visit:

<https://reaganlibrary.gov/document-collection>

Contact a reference archivist at: reagan.library@nara.gov

Citation Guidelines: <https://reaganlibrary.gov/citing>

National Archives Catalogue: <https://catalog.archives.gov/>



ADVISORY COORDINATING COUNCIL
ON PUBLIC PERSONNEL MANAGEMENT
HON. RONALD REAGAN, GOVERNOR

**CALIFORNIA'S
1971-72 STATE PLAN
under the
INTERGOVERNMENTAL
PERSONNEL ACT of 1970**

RONALD REAGAN
GOVERNOR

State of California
GOVERNOR'S OFFICE
SACRAMENTO 95814



January 17, 1972

Mr. Asa T. Briley, Director
San Francisco Region
U.S. Civil Service Commission
450 Golden Gate Avenue
San Francisco, California 94102

Dear Mr. Briley:

Transmitted herewith is California's State Plan for 1971-72 implementing the provisions of the Intergovernmental Personnel Act of 1970. I have attached a certification page signed by me attesting to compliance with your grant conditions.

I am pleased to recommend this Plan to you for your review. If you have any questions, please refer them to my Advisory Coordinating Council on Public Personnel Management, (916) 445-3637.

Sincerely,

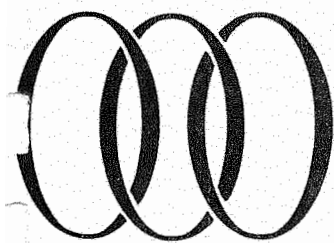
A handwritten signature of Ronald Reagan in cursive script.

RONALD REAGAN
Governor

**CALIFORNIA'S 1971-72
STATE PLAN UNDER THE
INTERGOVERNMENTAL
PERSONNEL ACT OF 1970**

TABLE OF CONTENTS

A	Transmittal of State Plan to Governor Reagan
B	Executive Order (R-30-71)
C	Members of the Governor's Advisory Coordinating Council on Public Personnel Management and Staff
D	History of the Advisory Coordinating Council
E	Policy Guidelines
F	State Priorities
G	Criteria for Evaluation
H	Post Award Review Procedure
I	Special Rules of Order
J	Reporting and Evaluation
K	Standard Grant Conditions
L	Projects not Recommended for Funding
M	Projects Recommended for Funding (1 through 25)
N	Council Calendar 1971-72



ADVISORY COORDINATING COUNCIL ON PUBLIC PERSONNEL MANAGEMENT

801 CAPITOL MALL • SACRAMENTO • CALIFORNIA 95814

January 3, 1972

ADVISORY TO
RONALD REAGAN
GOVERNOR

The Honorable Ronald Reagan
Governor
State of California
State Capitol
Sacramento, California 95814

CHAIRMAN
RANDY HAMILTON

VICE CHAIRMAN
HENRY TALBERT

Dear Governor Reagan:

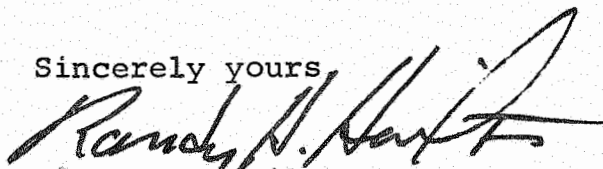
Attached for your review is the first California State Plan to implement the Intergovernmental Personnel Act of 1970. It was prepared by your Advisory Coordinating Council on Public Personnel Management after widespread dissemination of the terms of the Act and the making known of its availability through more than 1,500 letters sent to all eligible jurisdictions and agencies.

The twenty-four projects recommended for funding were selected in open Council meeting at which proponents were encouraged to appear. They represent a cross-section of both the critical problem areas to which the Act is addressed as well as an appropriate mix and amalgam of jurisdictions and agencies for whose projects funding is recommended.

It is the unanimous opinion of the Council that of the more than 100 proposals submitted, these have the greatest potential for developing innovative techniques with widespread applications. Preliminary evidence from the U. S. Civil Service Commission (with whom the Council has maintained continuous liaison) indicates that this plan sets a high standard of potential accomplishment and that it is uniquely representative of a true intergovernmental input and balance. It is not only a worthy effort for California but bids fair to represent a model to which other states may well aspire.

I respectfully recommend this plan for your approval and signature.

Sincerely yours


Randy H. Hamilton
Chairman

COUNCIL MEMBERS
REPRESENTING THE

▽

PUBLIC

RANDY HAMILTON
JOHN MCKAY
HERBERT SPURGIN
HENRY TALBERT

HIGHER EDUCATION

SIDNEY BROSSMAN
ERNEST A. ENGELBERT
MORGAN ODELL
WILLIAM J. SHEPPARD

CITIES

LYMAN H. COZAD
WILLIAM F. DANIELSON
LENARD GROTE

COUNTIES

WILLIAM HART
RAYMOND D. JOHNSON
LOREN E. SMITH

STATE OF CALIFORNIA

RICHARD L. CAMILLI
RONALD B. FRANKUM
ALLEN J. MANZANO

B

Executive Department

State of California

EXECUTIVE ORDER NO. R-30-71

WHEREAS, efficient governmental services which are truly responsive to public needs are essential elements of a creative society; and

WHEREAS, the capacity of state and local government to provide such services is largely dependent on a skilled, vigorous, and creative body of public employees; and

WHEREAS, California's educational and governmental institutions have a long and distinguished tradition of cooperative endeavors in personnel management, education and training for the public service, interchange of government personnel and related matters; and

WHEREAS, there is current and pending federal legislation dealing with personnel management, manpower training and utilization and public service employment including those items encompassed within Section 204 and others of the Intergovernmental Personnel Act of 1970 which involve requirements and expectations of regional cooperation and coordination between state, county and city governments; and

WHEREAS, a strong and continuous linkage between state and local governments and the institutions of higher education in the state, including programs to improve personnel administration and provide training and education for the public service is vital to the quality of manpower in the public service; and

WHEREAS, the Governor's Advisory Council on Public Service Education and Training has prepared preliminary plan material to fulfill the objectives set forth above and has recommended the establishment of an Advisory Coordinating Council on Public Personnel Management;

NOW, THEREFORE, I, RONALD REAGAN, Governor of the State of California, by virtue of the powers and authority vested in me by the Constitution and laws of this State do hereby issue this order to become effective immediately:

(1) The Advisory Coordinating Council on Public Personnel Management is hereby established.

(2) This Council shall carry out the following functions and responsibilities:

(a) To act as the "office" within the State of California for purposes of establishing the policies and plans as well as implementing the Intergovernmental Personnel Act of 1970 (PL 91-648),

- (b) To advise and make recommendations to the Governor and other appropriate agencies concerning manpower, personnel management, and the education and training of public service personnel,
 - (c) To evaluate the need for and, if appropriate, to recommend programs designed to effect the interchange of personnel among public agencies and educational institutions,
 - (d) To develop and recommend a systematic program of state and local government internship programs,
 - (e) To identify and evaluate the needs of California public service education and training and personnel management from an intergovernmental viewpoint,
 - (f) To develop and recommend methods of improving personnel management and the education and training of public employees,
 - (g) To perform such other duties and fulfill such other responsibilities as may be assigned.
- (3) The Council shall communicate to the Governor through the State Personnel Board, with the understanding that while administratively responsible to the State Personnel Board, the Council is advisory to the Governor and vested with the responsibility for setting policy, programs and priorities under the terms of the Intergovernmental Personnel Act of 1970 including the preparation of the "State Plan" required under that law. Progress reports on the activities, accomplishments and recommendations of the Council shall be made to the Governor as may be necessary and at least at six-month intervals beginning January 1, 1972.
- (4) The Council shall be composed of participants from the following categories:
- A Chairman, appointed by the Governor
State Government 3 members

Executive Department

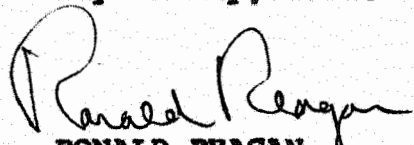
State of California

Page 3

County Government 3 members
City Government 3 members
Representing the public 3 members
The University of California. . . 1 member
The State Colleges 1 member
The Community Colleges 1 member
Private Institutions of Higher
Education 1 member

(5) The Council shall terminate as of December 31, 1973, unless extended by Executive Order or action of the State Legislature.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 20th day of May, 1971.


RONALD REAGAN
Governor of California

Attest:


Secretary of State



C

ADVISORY COORDINATING COUNCIL ON PUBLIC PERSONNEL MANAGEMENT

Chairman

Randy Hamilton, Executive Director
Institute for Local Self Government
Berkeley

Council Members Representing the:

Public:

John McKay, Personnel Consultant
Sacramento

Henry Talbert, Western Regional Director - *Vice-Chairman*
National Urban League
Los Angeles

Herbert Spurgin, Personnel Director
Henshey's Department Store
Santa Monica

Higher Education:

Ernest A. Engelbert, Director
Master of Public Administration Program
University of California at Los Angeles

Morgan Odell, Executive Director
Association of Independent California Colleges and Universities
Los Angeles

William J. Sheppard, Coordinator
Graduate Program in Public Administration
California State College at Hayward

William M. Winstead, President and District Superintendent
Sierra Community College
Rocklin

Cities:

Lyman H. Cozad, City Manager
City of Arcadia

William F. Danielson, Personnel Officer
City of Sacramento

Lenard Grote, City Councilman
City of Pleasant Hill

Counties:

William Hart, Personnel Director
County of Orange

Raymond D. Johnson, County Administrator
County of Santa Barbara

Loren E. Smith, Supervisor
County of Monterey

State of California:

Richard L. Camilli, Executive Officer
State Personnel Board
Sacramento

Ronald B. Frankum, Assistant to the Lt. Governor
State Capitol
Sacramento

Allen Manzano, Chief Deputy Director
State Department of Health Care Services
Sacramento

Council Staff:

Michael W. Poggenburg, Executive Director

William A. Heal, Jr., IPA Consultant

Joan Gilpin, Staff Assistant

ADVISORY COORDINATING COUNCIL ON PUBLIC PERSONNEL MANAGEMENT

Randy H. Hamilton, Chairman

Executive Director, Institute for Local Self Government
Berkeley California
A.B., M.A., M.C.R.P., Ph.D. Political and Social Sciences

Experience: City Manager, Carolina Beach, North Carolina; Associate Director and Washington Director, American Municipal Association (National League of Cities); Municipal Management Advisor, City of Bangkok and Municipal Government Advisor, Royal Government of Thailand Ministry of Interior; Director, United Nations Major Project in Comparative Municipal Administration with the Institute of Public Administration; Visiting Professor, American University, Washington, D.C.; Thammasat University, Bangkok; San Francisco State College; Hayward State College; University of Southern California; University of California at Berkeley.

Henry A. Talbert, Vice Chairman

Western Regional Director, National Urban League
Los Angeles, California
A.B., M.S.W. Social Work

Experience: Captain, U.S. Army, World War II; Former Director, Work Group Division, Los Angeles Council of Protestant Churches; Former Chairman, Inner-City Committee, Congregational Churches of Southern California; Past President, Los Angeles Chapter, National Association of Social Workers; Past National Board Member, National Association of Social Workers; Member, Planning Advisory Committee, State Department of Mental Hygiene; Member, Operations Appraisal Committee, State Department of Social Welfare; Member, National Commission on Standards, Foundation for the Blind; Former Board Member, Congregational Conference of Southern California and the Southwest; Member, Lincoln Memorial Congregational Church, Los Angeles; Member, Job Placement and Training Council, State of California.

Richard L. Camilli

Executive Officer, California State Personnel Board
Sacramento, California
B.S.C. Business Administration

Experience: Chief, Bureau of Administration, Office of Health Care Services; Assistant Director, Administration, Office of Health Care Services; Deputy Director, Department of Health Care Services; Vice Chairman, Governor's Ad Hoc Commission on Health Insurance.

Lyman H. Cozad

City Manager, City of Arcadia, California
B.S., M.S., Business Administration and Public Administration

Experience: City Manager, Beverly Hills, California; City Manager, Colton, California; Taxpayer, Public and Management Consultant; Chairman, Technical Committee on Employer-Employee Relations, L.A. County Division, League of California Cities; Member, Environmental Quality Committees, SCAG and League of California Cities; Member, Salary and Benefits Committee, League of California Cities; Past President, San Gabriel Valley City Managers' Association, 1969; Committee on the Future, League of California Cities; Chairman, Technical Sub-Committee on Recreation, L.A. County Division, League of California Cities; Executive Committee, City Managers' Department, League of California Cities; Past President, Southern California Public Personnel Association.

William F. Danielson

Personnel Officer, City of Sacramento, California
B.A., M.A., Political Science

Experience: Director of Personnel, Berkeley, California; Ford Foundation Consultant to His Majesty's Government of Nepal; Manager, Municipal Personnel Service, Michigan Municipal League; Member, Executive Council, Western Region, Public Personnel Association; Past President, Western Region, Public Personnel Association; Consultant, Police Task Force, President's Commission on Law Enforcement and Administration of Justice; Member, Technical Advisory Committee on Testing, California Fair Employment Practices Commission.

Ernest A. Engelbert

Director, Master of Public Administration Program
and Chairman, Undergraduate Public Service Curriculum
University of California, Los Angeles
B.A., M.A., Ph.D. Political Science

Experience: Former Chairman, Internship Committee, Governor's Public Service Education and Training Advisory Council; President, Los Angeles Chapter, American Society for Public Administration; Member, Community College - University Task Force on Public Service Training; Past President, California Association for Public Administration Education; Former Chairman, National Committee on Evaluation, Universities Council on Water Resources; Former Staff Coordinator, California Metropolitan Commission; Past Executive Secretary, California Citizens' Legislative Advisory Commission.

Ronald B. Frankum

Assistant to the Lieutenant Governor
B.A., J.D. Law

Experience: Executive Officer, Office of Intergovernmental Management; Special Assistant to the Governor; Area Field Director, Republican State Central Committee.

Lenard Grote

City Councilman, City of Pleasant Hill, California
B.A., M.A. Political Science

Experience: Former Mayor, Pleasant Hill, California; President, Contra Costa County Urban Coalition; Past President, East Bay Division, League of California Cities; Past President, Contra Costa County Mayors' Conference; Chairman, Education Policy Commission, California Teachers Association; Vice President, California Association for Education for Public Administration.

William C. Hart

Personnel Director, Orange County, California
B.A. Public Administration

Experience: Assistant Personnel Director, Contra Costa County; President, Western Region, Public Personnel Association; Chairman, Manpower Committee, County Supervisors Association of California; Past President, County Personnel Administrators Association; Former Chairman, Orange County Personnel Industrial Relations Association.

Raymond D. Johnson

Administrative Officer, Santa Barbara County, California
B.A. Business Administration

Experience: Assistant Administrative Officer, Fresno County; Member, National Association of County Administrators; Member, Western Governmental Research Association.

Allen J. Manzano

Chief Deputy Director, California State Department of Health Care Services
B.A. English

Experience: Deputy Director, Operations, Department of Health Care Services; Assistant Director, Administration, Department of Health Care Services; Assistant Director, Operations, Department of Health Care Services; Assistant to the Secretary, Human Relations Agency; Chief, Management Analysis Bureau, Department of Health Care Services; Personnel Management Consultant, State Personnel Board; Deputy Director, Department of Industrial Relations; Personnel Officer, Department of Industrial Relations.

John K. McKay

Personnel Consultant

A.B., M.S.P.A. Political Science, Public Administration

Experience: Chief, General Personnel Services Division, California State Personnel Board; Chief, Recruitment and Branch Offices, State Personnel Board; Chief, Standards and Surveys Division, State Personnel Board; Personnel Management Analyst, State Personnel Board.

Morgan Odell

Executive Director, Association of Independent California Colleges and Universities

B.A., M.S.P.A., Ph.D. Public Administration

Experience: Assistant to Chancellor, California State Colleges; Consultant, California State Colleges; Staff Director, Governor's Committee on Medical Aid and Health; Supervisor, Personnel Selection, Los Angeles City Schools; Member, Board of Directors, National Council of Independent Colleges and Universities; Member, Board of Trustees, Occidental College; Past President, Southern California Public Personnel Association.

William J. Sheppard

Coordinator, Graduate Program in Public Administration

California State College, Hayward

A.B., M.A. Economics, Public Administration

Experience: Acting Assistant Dean, Graduate School of Public Affairs, University of California at Berkeley; Director of Administration, The Asia Foundation; Acting Assistant Administrator for Administration, Agency for International Development; Director for Far Eastern Operations, International Cooperation Administration; Executive Assistant to Assistant Secretary for Administration, U.S. Department of State; Deputy Operations Coordinator, U.S. Department of State; Special Assistant to the Secretary of State, U.S. Department of State; Trustee, World Affairs Council of Northern California; Past President, War Agencies Protective Association.

Loren E. Smith

Supervisor, Monterey County, California

American Institute of Banking

Experience: Executive Director, Bank of America; Director, Monterey Peninsula Community Hospital; Former Director, California Heart Association; Past President, American Institute of Banking; Vice President, Monterey County Air Pollution Control District; Member, Budget Review Commission; Member, Environmental Quality Group, County Supervisors Association of California; Member, Industrial Relations Committee, County Supervisors Association of California.

Herbert A. Spurgin

Store Superintendent, Personnel Manager and Advertising Manager

Henshey's Department Store, Santa Monica, California

B.A. Business Administration

Experience: Mayor, City of Santa Monica; Councilman, City of Santa Monica; Manager, Bay Builders Exchange; General Manager, Santa Monica Chamber of Commerce; Former Chairman, Committee of Mayors of Los Angeles County; Former member, Board of Directors, League of California Cities; Past Treasurer, Los Angeles Division, League of California Cities; Former Secretary, California Association of Chamber of Commerce Managers.

William M. Winstead

President and District Superintendent, Sierra College

B.A., M.A., Ed.D. History, Education and Administration

Experience: Vice President and Dean of Instruction, San Bernardino Valley College; Assistant Dean of Instruction, Contra Costa College; Dean of Faculty, Christian College; Assistant to President, Christian College; Acting Dean of Faculty, Christian College.

D

HISTORY OF THE ADVISORY COORDINATING COUNCIL

On May 20, 1971, Governor Ronald Reagan took the first step to implement the provisions of the Intergovernmental Personnel Act of 1970 (PL 91-648) in California. Executive Order R-30-71 (see Section B) created the Advisory Coordinating Council on Public Personnel Management and gave it an initial life expectancy of three years, which coincides with the full extent of the first phase of the Intergovernmental Personnel Act. The Council was created to be representative of the cities (three members), the counties (three members), the State (three members), higher education systems (four members), and the public (three members). The Governor requested the League of California Cities and the County Supervisors Association of California to nominate candidates from their respective organization to represent them on the Council. The Governor felt it important to have a neutral office administer this program so all levels of government would feel they could receive a fair and impartial review of grant applications. The Council, which is directly responsible to the Governor, advises him on the use of IPA resources in California.

On August 2, 1971, Governor Reagan announced the appointment of the membership of the Advisory Coordinating Council on Public Personnel Management (see Section C for a list of Council members) under the chairmanship of Dr. Randy H. Hamilton, Executive Director of the Institute for Local Self Government. The Council subsequently employed staff and held its inaugural meeting on August 19, 1971. The Council began its tenure by creating three committees out of its membership to establish State priorities for submission of grant proposals.

The Governor has chosen to take a strong leadership role in coordinating IPA resources in this State. The appointed membership of the Council clearly reflected this choice by their mandate to develop a comprehensive State Plan under the Intergovernmental Personnel Act of 1970 rather than attempt to fund projects on an ad hoc "as needed" basis. The committees were to evaluate proposals in the three areas of the Intergovernmental Personnel Act which provide grants to State or local governments; personnel management, training, and fellowships and internships. In the three weeks subsequent to the first meeting, the three committees met and established the State priorities for the first round of funding (see Section F).

On September 9, 1971, the San Francisco Regional Office of the U.S. Civil Service Commission mailed the *Guidelines for the IPA Grant Program* to cities, counties and institutions of higher education. The Guidelines included copies of the Standard Grant Conditions (see Section K) and the application form. On the 29th day of September, not quite two months after the Council was created, the Council met and approved the State priorities for projects to be submitted for first year funding under IPA. Shortly after the September meeting, the priorities were mailed to State agencies, cities and counties, and higher education institutions.

Early in October, the Council staff personally visited the personnel offices of thirty-two cities and counties in an attempt to offer technical assistance on IPA and, at the very least, inform the larger jurisdictions of the existence of the Act and the imminence of the deadline for grant requests (October 21, 1971). Since the Act draws application eligibility lines at a minimum population figure of 50,000, the staff visited all cities over 100,000 and all counties over 300,000 (with the exception of the city and county of Fresno which were contacted by phone). Due to time and staff limitations only the largest jurisdictions could be personally visited.

On October 21, and shortly thereafter, the Council received over one hundred proposals requesting over three million dollars in federal funds. Some proposals were ruled ineligible initially because they were postmarked after the October 21 deadline or otherwise were not eligible for technical reasons. This reduced the actual number of eligible proposals to ninety-eight. Thirty-nine requests came in the personnel management area, thirteen in the fellowship-internship area, and forty six in the training area.

The appropriate proposals were distributed to the three committees. Some proposals were reviewed by more than one committee because they crossed over grant areas, e.g., one might involve test validation and training of staff in methods of test validation. On November 18, 19, and 22, the three committees met to discuss, evaluate and rank the proposals. Of the original ninety-eight proposals, approximately twenty-five survived the initial evaluation. The proposals were ranked in priority order--by number--only to provide Council staff with a rough approximation of overall rank of a particular proposal. Between the last committee meeting on November 22, and the next Council meeting on December 15, staff worked with those projects recommended for funding to gather more information from the applicants, to amend budgets, and to begin to make program refinements wherever necessary. Staff also conferred with the Intergovernmental Personnel Program staff of the U.S. Civil Service Commission in San Francisco to isolate potential problem areas. On December 15, the Council met in Los Angeles and approved this State Plan. Staff was directed to further revise programs and budgets where minor revisions were necessary.

The Council will monitor the twenty plus projects as they move from the planning to the implementation phase. If the anticipated appropriation for Fiscal 1973 - three million dollars - is approved, California can look to building future state plans on the experience of these first few months.

E

POLICY GUIDELINES

California's participation in the Intergovernmental Personnel Act of 1970 provides state and local governmental units unprecedented opportunities to improve their personnel administration practices and procedures. Through the provision of financial grant-in-aid assistance, various projects — including those creatively developed but laid aside for lack of implementing funds — can now be imagined, developed, and submitted for consideration by the Advisory Coordinating Council. New ideas can move toward reality through the stimulus stemming from the Act.

Some of the opportunities become readily apparent. The Act recognizes the importance of training at all levels. Consequently, it applies to programs designed to reach employees irrespective of their job classification or rank within the agency. Similarly broad are provisions for fellowships, which can be used to retrain those presently employed. Another notable feature of the Act can be cited. Unlike some covenants entered into with the Federal Government, those participating agencies and organizations have a great degree of flexibility in determining *what they feel can best meet their needs*. Conspicuously absent are rigid, preconceived ideas about methods of training, administering fellowship programs, stimulating upward mobility or developing career ladders. Creativity at the level where the proposal originates is the order of the day.

These opportunities — promising though they be — are accompanied by certain responsibilities that participating groups must recognize and share. They form the backdrop against which the program can best unfold. They also will serve as guidelines to the Advisory Council as it fulfills a primary role in the administration of the program in California. They may be stated as follows:

1. The basic intent of the Act — strengthening personnel resources and personnel systems — cannot be compromised.
2. Barriers to efficient personnel administration — inadequate finances, weak leadership, insensitivity to cultural and other differences, short sighted perceptions of goals, poor internal practices, to name a few — should be honestly recognized and solutions for overcoming these obstructions sought.
3. The Act and its provisions should be considered as supplementary resources to augment a basic program of sound personnel administration. It is not intended to supplant normal expected responsibilities inherent in the administrator's job.
4. While seeking systems change, the Act is not designed to be the prime social change agent. However, these goals are not mutually exclusive and, with skillful insight of environmental factors, can be supportive of each other.
5. The Act does not propose to establish a job finding function. Its focus is more people-oriented.
6. Resources, particularly financial, made available through this program are not to be used when other funds can be secured or other programs can meet the need.

F

STATE PRIORITIES 1971-72

The State priorities for grants developed for the 1971-72 State Plan of the Intergovernmental Personnel Act are as follows:

I. PERSONNEL MANAGEMENT

1. The highest priority shall be given to projects which address themselves to:
 - A. **Impact of Griggs vs. Duke Power Company and similar decisions.**
 - (1) Fair standards of job performance against which selection and promotion can be compared.
 - B. **Salary setting policies.**
 - (1) "Salary whipsawing"; policies for salary setting; policies for benefit setting; the salary structure generally.
 - (2) Employer-employee relations, including compulsory arbitration and alternatives thereto.
 - C. **The National Civil Service Model Personnel Act. Programs which strengthen the political leadership possibilities of chief executives, make the personnel system directly responsible to him and streamline the mechanism and the time requirements required by the system in carrying out its responsibility.**
 - D. **Accommodation of special employment programs (for example, the Emergency Employment Act) and their continuity with reference to the impact on the civil service system.**
 - E. **Programs, including trainee programs, which attract and utilize persons with minimal qualifications, but with potential for development in order to provide meaningful opportunities among members of disadvantaged groups, handicapped persons and returning veterans.**
 - F. **Developing a management attitude in the public service.**
2. The next highest priority shall be given to projects which address themselves to:
 - A. **Performance and promotion.**
 - (1) Selection for promotability and criteria for performance beyond the first level—the "performance standard".
 - (2) Increasing career and promotional opportunities.
 - B. **Adapting the personnel system to adhocracy (a changing organization) and the training implications attached to such a study.**
 - C. **Needs or ratios for size of personnel management staff.**
 - D. **The statewide employment list of personnel administrators and available personnel. (Perhaps accomplished by the County Supervisors Association of California, League of California Cities, or Councils of Governments rather than the State).**
 - E. **Improving the capability of small jurisdictions to deal with a variety of federal programs and personnel problems.**
 - F. **Redesign the benefit structure to meet the particular needs of employees of various ages and to attract the young and qualified to the public service.**
 - G. **Ability to reward outstanding performance.**
 - H. **Personnel inventory; career inventory; guidance development. Full inventory of backgrounds.**

- I. Restructuring salaries to be consistent with cost of living variations from urban or suburban to rural areas.

II. TRAINING

1. The highest priority shall be given to projects which involve training of elected officials in the process of public policy making and planning for public policy decisions.

The training sub-committee is particularly concerned that the tendency of local elected officials to establish policy by reacting to community pressure, rather than by planning for orderly growth and development and deciding "hot" issues in accordance with the plan, is working a very heavy detriment to local government and the effectiveness of the public servants who manage the local jurisdiction's day to day functions. The committee encourages the development of model projects which can achieve the priority stated above but which also take into account the sensitivities involved in such a training effort.

2. The next highest priority shall be given to projects or proposals which focus on "team development" – "organizational development" – "team training" as a means of upgrading the effectiveness of public organizations.

It must be noted that team training efforts in general are to be encouraged and need *not* involve public elected officials to be considered for funding.

Team training particularly relates to priority number one in the sense that local departmental chiefs are teamed with elected officials in the operation of the local jurisdiction and that the chiefs are particularly dependent upon the elected officials to establish long range goals toward which a department chief may direct his efforts. Government can become more effective only when those who establish public policy and those who carry it out can improve their working relationships and aim toward broader long range objectives in the process.

3. The third highest priority will be given to training programs which focus on training of public service managers in fields of general applicability to all areas of public administration; for example, finance, program budgeting or personnel administration. Particular priority will be given to those training programs for public service managers which focus on the area of employee relations and all that term implies; compulsory arbitration, collective bargaining, alternatives to collective bargaining, etc. The program should be designed to improve the capacity of public employee managers to understand the critical issues in the employee relations area to effectively and reasonably deal with organized employee groups while maintaining the overriding importance of effective service to the public at reasonable costs.
4. The following priorities shall be considered equally among themselves but of a lower priority than any of the above.

A. Training of Public Personnel Managers to achieve the following goals:

- (1) removal of artificial barriers to entry and upward mobility;
- (2) development of career ladders.

B. Training programs which center on the development of underutilized personnel; the underemployed, disadvantaged, handicapped, etc.

C. Planning projects - with a training output - designed to comprehensively study the needs of changing organizations; planning to meet the organizational needs in a dynamic organization.

D. Training projects which create a mandatory program of in-service or out-service training linked with hiring of new employees.

E. Projects which deal with the development of training capability facilities or the improvement of same.

III. FELLOWSHIP-INTERNSHIP

Fellowship

For the purposes of this category, the definition of a fellowship is an academic program designed to enhance the potential of a full-time professional, administrative, or technical employee with a demonstrated interest in a public service career by providing him with new and broader knowledge, understanding and perspectives in his chosen field of concern.

1. Priority will be given to projects which emphasize:

A. Critical areas of professional, administrative, or technical need.

Special consideration will be given to new or existing areas of public service where there is a shortage of personnel.

B. In accordance with Section 305(C) (3) of the Intergovernmental Personnel Act of 1970, projects must demonstrate a real substantiation concerning the post-grant use of the fellow.

This must be done in the proposal or at least with sufficient lead time to assure the grantor that the fellow will return to work for his employer upon termination of the fellowship. It has been recommended that the fellow commit himself to return to the job for a length of time corresponding to the length of time spent on the fellowship.

C. The creation of an ongoing in-house capability to underwrite a continuing fellowship program.

It is recommended that for the first year of the State Plan, this criterion will not be strictly applied. For a second year of funding or for any grants made after January 1972, the proposal will be given priority if it can demonstrate a personnel plan which includes the use of fellowships as part of a long-range effort to upgrade the civil service system of the applicant jurisdiction. This plan may include the use of fellowships on a full- or part-time basis.

D. Programs which will offer the returning fellow more incentives and challenges to properly utilize his new work potential.

It is recommended that the returning fellow receive duties, assignments or positions of responsibility commensurate with the education and training received upon his return to public service. This would also apply to part-time fellows.

E. Cooperative planning between the employing jurisdiction and the educational institution.

Internships

For the purposes of this category, the definition of an internship as defined in the Public Service Internship Act is a student assignment with a governmental jurisdiction or public agency, the purpose of which is to provide the student with a learning experience designed to provide exposure to and understanding of the environment and tasks of government and of particular agencies and functions.

1. Priority will be given to projects which emphasize:

A. Cooperatively well-planned ventures.

Cooperative planning between the educational institution and the governmental agency is essential if the intern's time is to be productive and useful to the agency and the college or university. The planning should involve a careful assessment of educational manpower needs and placement opportunities as well as the supervision and evaluation procedures to be used by the institution and the agency.

B. Interjurisdictional, interagency, or interinstitutional programs.

- C. Placement of the intern into critical areas of administrative, professional, or technical need.
- D. A high yield program with maximum utilization of resources (the agencies, interns, institutions) which opens up new opportunities at the lowest possible program and administrative costs.
- E. A sharing of the cost of the internships by the institutions of higher education and the agencies involved in the program.

Educational and Governmental Cooperation and Coordination

1. Priority will be given to projects which emphasize:
 - A. Collaborative development in educational and manpower training programs.
 - B. Development of information systems on public agency employment needs for guidance of students, counselors, and personnel specialists.
 - C. Development of responsibility of higher level managers for education and training programs for public service.

G

PROPOSALS ARE TO BE EVALUATED AND RANKED ACCORDING TO THE FOLLOWING CRITERIA:

1. How well does the proposal relate to important needs of the applicant?
 - Is the problem one of great concern and urgency to the applicant or his clientele?
 - Have representatives of the group or groups to be served been involved in the planning of the program?
 - Were higher education institutions and other related agencies consulted?
 - Have similar and complementary programs been examined to benefit from their experience, avoid duplication, and develop coordination?
2. How well has the planning process taken advantage of the available resources of both local talent and other outside sources?
 - Does the program draw upon the expertise of several agencies, institutions or governments;
 - Have joint ventures utilizing any special resources of government jurisdictions, institutions or agencies in the region been fully explored? (Intergovernmental projects will receive special consideration.)
3. Does the proposal represent a problem-solving approach?
 - Is the problem clearly identified and delineated?
 - Are the program objectives specific and measurable; clearly set forth within a time frame which will facilitate both implementation and evaluation phases of the project?
 - Are the methods, resources, and program components sufficient and appropriate to accomplish the objective?
 - Is it action oriented? Emphasis must be on applying knowledge and research rather than conducting pure research.
 - Are the costs reasonable for the benefits obtained?
 - Have alternate courses of action been explored and evaluated?
 - Does the project demonstrate a new and innovative approach to public service problems?
4. Will the program have long-range benefits for the agencies, institutions or governments involved?
 - Does it provide opportunities for agencies, institutions or governments to incorporate the program into regular processes or procedures?
 - Does it open opportunities for applied research?
 - Does it enable government employees to gain new experience and expand their skills?
 - Does it foster better mechanisms for the dissemination of knowledge and research findings to governmental units, institutions, agencies and the community at large?
 - Does it foster long-term relationships with government officials, community leaders and higher education institutions?
 - If the program is successful, are there possibilities for long-term support from other sources?
 - Does the project demonstrate a general application of its intended use?
 - Is the project transportable?
 - Can the project be a "model" for use in other institutions, agencies or jurisdictions?

5. Are procedures for self evaluation included?

- Do the procedures relate to the stated objectives?
- Is an opportunity provided for review during the progress of the program as well as after its completion?
- Are there procedures for the dissemination of project results and are these procedures adequate?

6. For training projects only - does the project bear particular relevance to more effective utilization of manpower resources?

7. Can the project demonstrate a use of staff which is appropriate to serve the needs involved?

H

POST AWARD REVIEW PROCEDURE

In any determination adversely affecting an applicant, the applicant may request an opportunity for a review of his grievance by the Advisory Coordinating Council on Public Personnel Management at the next regularly scheduled meeting. The applicant shall request a review by writing a letter to the Advisory Coordinating Council on Public Personnel Management, 801 Capitol Mall, Sacramento, California, setting forth the grounds for his grievance within ten (10) days of notification by mail to the applicant of the award or non-award of grants for that fiscal year. The method of appeal is discretionary with the Advisory Coordinating Council and may be denied summarily if it is found to be without merit.

**SPECIAL RULES OF ORDER
OF THE
ADVISORY COORDINATING COUNCIL ON PUBLIC PERSONNEL MANAGEMENT**

1. **QUORUM.** The presence of a majority of the voting members of the Council shall constitute a quorum for the transaction of business.

Member, as used in these by-laws shall mean a regular member appointed by the Governor.

2. **VOTING.** Each voting member shall be entitled to one vote which must be cast in person when a vote is required at a meeting of the Council. Upon the request of the Director and at the discretion of the Chairman, when Council action is required between regularly scheduled Council meetings, and it is not possible to convene a meeting of a majority of the members of the Council, such members may cast their votes by mail on questions presented to them by the Chairman. The votes of all representatives shall be recorded. On a roll call vote, names of members shall be called in alphabetical order and their votes shall be recorded. Effective action shall require the affirmative vote of a majority of the members of the Council.
3. **OFFICERS.** Officers of the Council shall be a Chairman and a Vice-Chairman. The Chairman shall be appointed by the Governor as stated in Executive Order No. R-30-71. The Vice-Chairman shall be elected from among the members of the Council by a vote of the majority of the members of the Council. The term of the Vice-Chairman shall be for one year, from July 1 through June 30. When no such election takes place in the timely manner required by these Rules of Order, the Vice-Chairman of the Council shall retain office until such time as he or she is no longer a member of the Council, resigns from office or is not re-elected, whichever shall occur first.
4. **MEETINGS.** Meeting dates shall be proposed by the Director and approved by the Council. Extraordinary meetings of the Council may be called by the Chairman, following consultation with the Director or by a vote of two-thirds of the membership of the Council. Notice of all meetings shall be given to each member by mailing a copy of such notice with an agenda not less than five working days before such meeting to the address of such member or alternate as it appears on the records of the Council. The right to written notice may be waived by written waiver at any time by individual members of the Council. Meetings may be held any place in California as designated by the Council. The Chairman, or in his absence the Vice-Chairman, shall preside at meetings. In the absence of the Chairman and the Vice-Chairman, any member designated by the Chairman to so act shall preside.
5. **COUNCIL AGENDA.** The Director of the Council shall determine the agenda of the Council's meetings, with the exception of extraordinary meetings called by the Chairman or members of the Council as provided for in Section 4 above. A member of the Council who wishes to have an item placed on the agenda for Council action shall make a written request of the Director.
6. **MINUTES.** Action minutes based on the stenographic record (and the taped record, if any) and supplemented by notes taken by the staff shall be kept by the Director of all Council meetings. For the benefit of individual Council members who wish to have certain statements included in the minutes, such statements shall be prepared in writing and submitted during the meeting or within two weeks following the meeting. These statements shall be appended to the minutes. Minutes shall be presented to the Council for corrections and approval at the next regularly scheduled meeting.
7. **RULES OF ORDER.** The rules contained in the latest edition of **Robert's Rules of Order** shall govern the Council in all circumstances to which they are applicable, and in which they are not inconsistent with State law or the Special Rules of Order of the Council.
8. **ORAL PRESENTATIONS TO THE COUNCIL.** The Advisory Coordinating Council is a public agency which may be addressed by any person whom the Chairman of the Council or the appropriate Committee chairman recognizes. The following guidelines shall apply:
- A. The subject of the proposed address to the Council should be explored when feasible with the Council staff in advance of the Council meeting so that Council meeting time will not be used for matters which might be disposed of administratively.
 - B. A written request to address the Council or one of its Committees on a matter before the Council shall be made to the Chairman or the Director of the Council prior to, or during the meeting of the Council at which the requested oral presentation is to be made.

- C. The request to address the Council shall include the name and address of the person wishing to speak, the name of the organization represented, if any, and a brief statement of the subject of the address.
 - D. Prior to addressing himself to the Council, the speaker shall identify himself by name and organization, if any.
 - E. Five minutes may be allotted to each speaker and twenty minutes to each subject, subject to extension at the discretion of the Chairman of the Council.
9. *AMENDMENTS.* The affirmative vote of two-thirds members of the Council shall be required to amend or abolish these Rules of Order and at least thirty days' written notice shall be given to each member prior to voting to amend or abolish these Rules.
10. *COMMITTEES.* The Council may meet as a Committee of the Whole. It may also create subcommittees to examine specified areas and/or issues.
- A. Each such Committee shall have a Chairman who shall be designated by the Chairman of the Council.
 - B. Meetings of such Committees shall be held as frequently as needed on call of the Chairman or the Chairman of the Council, or the Director, in consultation with either Chairman.
 - C. Council members may attend Committee meetings on which they do not hold membership. Any vote upon matters before the Committee will be only by members of the Committee itself.
 - D. Procedures for the appearance of persons wishing to address Committee meetings shall be in accord with those for meetings of the Council itself.
 - E. Committee reports may be considered by the Council at its first full meeting following the meeting of the Committee or thereafter.
 - F. Recommendations of the Committees are in no way binding upon the Council as a whole.
 - G. Each Council member shall receive all materials and documents intended for use by any Committee and shall be notified of times and places of Committee meetings.
 - H. A written record of actions taken by Committees shall be kept by the Director and furnished to the Council.

REPORTING AND EVALUATION

In accordance with Standard Grant Conditions 3, 10b, 10d (see Section K), the Council requires records of program accomplishments and financial expenditures be kept and available for inspection. The Council intends to work closely with the project directors and to assist them in the evaluation of their projects. From time to time, more formal reports may be required. These may take the form of written reports or oral presentations to the Advisory Coordinating Council on Public Personnel Management.

**AGREED STANDARD CONDITIONS APPLICABLE
TO ADMINISTRATION OF GRANTS UNDER
THE INTERGOVERNMENTAL PERSONNEL ACT**

(Public Law 91-648)

In addition to special conditions that may apply to particular grants, any grant received under the Intergovernmental Personnel Act (Public Law 91-648) shall be subject to and incorporate the following standard grant conditions, unless otherwise agreed to by the grantee and the Commission.

1. *Nondiscrimination and Equal Opportunity.*
2. *Written Approval of Changes.* The grantee agrees to obtain prior written approval from the U.S. Civil Service Commission (referred to herein as the Commission) before making major changes in activities covered in the approved grant application. The Commission agrees to give prompt attention to such requests from a grantee.
3. *Reports.* The grantee agrees to submit such periodic and final reports as the Commission may reasonably require, including financial progress reports. The Commission will make such requirements known before or at the time the grant is made and will negotiate any subsequent changes with the grantee.
4. *Copyrights.* When activities supported by this grant produce original books, manuals, films, or other copyrightable material, the grantee may copyright this material but the Commission retains a royalty-free, nonexclusive, and irrevocable license to produce, publish, and use the materials, and to authorize others to do so. The Commission will take the recommendations of the grantee into account in exercising this license.
5. *Patents.* If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, by any level of implementing grantee, subgrantee, or contractor, the grantee agrees to refer the discovery or invention to the Commission, which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with Federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy. The Commission will take into account any recommendations made by the grantee. The grantee in his final narrative report (see 3 above) agrees to identify any discovery or invention arising under or developed in the course of or as a result of work performed under this grant or to certify that there are no such inventions or discoveries.
6. *Publications.* The grantee agrees that all published materials (written, visual, or sound) prepared in connection with an approved project will contain an appropriate acknowledgement of IPA grant support and will make clear that the Commission is not responsible for the conclusions appearing in the publication.
7. *Third Party Participation.* The grantee agrees that any contract or agreement entered into by the grantee for execution of activities or provision of services to a grant program or project (other than purchase of supplies or standard commercial or maintenance services) will provide for the grantee to retain ultimate control and responsibility for the grant activities and for the contractor or subgrantee to be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the program or project, unless the Commission and the grantee agree to their modification in a particular case.
8. *Political Activity.* No IPA funds may be used for any partisan political activity or to further the election or defeat of any candidate for public office. All employees of the grantee shall observe the limitations on political activities to which they may be subject (5 U.S.C. § 1501 et seq.; 18 U.S.C. 595).
9. *Interest of Public Official and Employees.* No officer or employee of the grantee, no member of its governing body, and no other public official of the locality in which the approved program or project will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out the approved program or project, may (a) participate in any decision relating to any contract negotiated under this grant which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly interested, or (b) have any financial interest, direct or indirect, in such contract or in the work to be performed under the program authorized herein.

10. *Fiscal Administration.*

- a. **Responsibility of Grantee** - The grantee agrees to establish fiscal control and fund accounting procedures which assure proper disbursement of, and accounting for, grant funds and required nonfederal expenditures. This requirement applies to funds disbursed by subgrantees as well as to funds disbursed in direct operations of the grantee.
- b. **Recording and Documentation of Receipts and Expenditures** - The grantee agrees that accounting procedures will provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Controls will be established which are adequate to ensure that expenditures charged to grant activities are for allowable purposes and that documentation is readily available to the Commission, if desired, to verify that such charges are accurate.
- c. **Applicability of State and Local Practices** - Except where inconsistent with Federal requirements, the Commission agrees that State government procedures and practices will apply to funds disbursed by the State agency and local government procedures and practices will apply to funds disbursed by such units. (Office of Management and Budget Circular No. A-87, Principles for Determining Costs Applicable to Grants and Contracts With State and Local Governments, should be consulted by grantees for guidance regarding treatment of specific items and their cost allowability.)
- d. **Inspection and Audit** - The grantee agrees that accounts and records of the State agency and of local units of government which disburse or utilize grant funds will be accessible to authorized Federal and State officials for audit and examination. To the extent that State or local audit systems are determined by the Commission to be adequate to insure fiscal accountability, the Commission agrees that they will be relied upon in lieu of Federal audit of grantee and subgrantee accounts. The Commission shall adhere, in all regards, to the principles enunciated in Office of Management and Budget Circular No. A-73, Audit of Federal Grants-in-Aid to State and Local Governments. The grantee agrees to insert the substance of this clause in any agreement entered into by the grantee.
- e. **Maintenance of Records** - The grantee agrees that all required records shall be maintained until an audit acceptable to the Commission is completed and all questions arising therefrom are resolved, or until three years from the completion of the grant activities, whichever is sooner. The grantee agrees to insert the substance of this clause into any agreement entered into by the grantee.
- f. **Project Income** - The grantee agrees that interest on grant funds earned by a unit of local government will be returned to the Commission by check payable to the Treasurer of the United States. Operating income earned by the grantee as a result of grant activities, including income received as a result of copyrights, may be used for personnel management or training purposes at the grantee's discretion.
- g. **Title to Property** - Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall vest in the grantee, unless otherwise agreed to in the grant award.

L

**PROJECTS NOT RECOMMENDED FOR FUNDING FOR 1971-72 UNDER THE
INTERGOVERNMENTAL PERSONNEL ACT OF 1970**

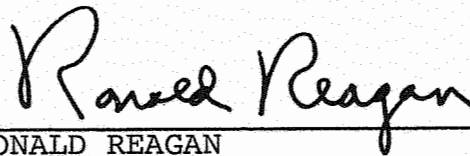
<i>APPLICANT AND PROJECT</i>	<i>FEDERAL GRANT REQUESTED</i>
1. California State Department of Agriculture -- Rotational Training Internships between California State Department of Agriculture and the County Department of Agriculture	\$ 8,762
2. University of California at Berkeley -- Upward Mobility	36,061
3. County Supervisors' Association of California -- Environmental Management Training	75,818
4. City of Fresno -- PPBS Introduction and Development	9,076
5. City of Fresno -- Development of Growth Management, Community Skills/Interest Inventory, Community Team Development, Minority Urban Management Internship	63,674
6. Council of Fresno County Governments -- Personnel Training Bank Reimbursement Program	10,500
7. Fresno State College -- Administrative Internship Program	31,269
8. Fresno State College -- Institute for Academic Administrators	11,630
9. Fresno State College -- Clerical Training Program for the Disadvantaged	9,516
10. California Highway Patrol -- Area-Section Management Team Development Training Program	8,030
11. California State Department of Housing and Community Development -- Training Policy Development and Implementation	6,288
12. County of Humboldt -- Management Training Course on Employee-Employer Relations and Management by Objectives Course (attendance)	1,240
13. Judicial Council of California -- Development of State Court Personnel Programs and Management	34,242
14. California State Department of Justice -- Executive Selection and Development-Managing Attorneys	39,925
15. League of California Cities -- Municipal Training Needs Inventory and Evaluation	9,704
16. League of California Cities -- Intergovernmental Management Trainee Seminars Program	7,000
17. City of Long Beach -- In-Service Management and Training Program	21,000
18. City of Long Beach -- Operation Outreach	20,000
19. City of Long Beach -- Industrial Safety and Safe Driver Incentive Award Program	7,000
20. City of Long Beach -- Minority Career Development Program	12,000
21. City of Los Angeles -- Employee Relations Training for Supervisors	81,125
22. City of Los Angeles -- Internship Program	49,050

23. County of Los Angeles -- Manpower Utilization Program	\$ 88,030
24. County of Los Angeles -- Manpower Planning and Forecasting System	173,840
25. County of Los Angeles -- Career Counselling in Law Enforcement	270,545
26. County of Los Angeles -- Personnel Mobility with HUD	41,086
27. County of Los Angeles -- Advanced Audit Techniques	17,982
28. City of Monterey Park -- Employee Performance Evaluation Program	8,099
29. City of Monterey Park -- Organization Study	19,009
30. City of Monterey Park -- Management Development Program	12,237
31. City of Norwalk -- Government Service Internship Program	3,769
32. City of Pasadena -- Test Validation and Information Retrieval System	65,313
33. California State Personnel Board -- Evaluative Research	34,475
34. California State Personnel Board -- Intergovernmental Organization and Team Development	105,108
35. California State Department of Public Health -- Administrator/Manager Development Program	85,068
36. City of Redondo Beach -- Increasing Employee Performance and Educational Motivation	6,300
37. County of San Diego -- Test Validity Studies	15,000
38. San Francisco State College -- Management Institute for Academic Administrators	96,610
39. Regents of the University of California, San Francisco -- Management Intern Pilot	23,309
40. Regents of the University of California, San Francisco -- Selection and Evaluation Planning	11,977
41. City and County of San Francisco -- Classification Study Consolidation, Creation of new classes	19,963
42. City and County of San Francisco -- Training Reimbursement	10,000
43. City and County of San Francisco -- Personnel Seminars Staff Attendance	3,200
44. City and County of San Francisco -- Examination Research Validity, Screening, Security Classes	86,930
45. City and County of San Francisco -- Pre-employment Counselling	6,987
46. City of San Jose -- Cultural Relations Training Program	15,035
47. County of San Mateo -- Job Classification Review and Revision	12,000
48. City of Santa Ana -- An Alternative to Collective Bargaining/Building a Positive Employee Relations Program	18,000

49. City of Sunnyvale — Comprehensive Objective Performance Information and Evaluation System	\$ 77,750
50. City of Upland — Comprehensive Staff Development	12,375
51. City of Upland — Systematic Improvement of the Personnel Administration Function	10,900
52. Urban Observatory of San Diego — Executive Training Institute	11,288
53. County of Ventura — Preparation and Distribution of Test Validation Manual	15,000
54. California State Department of the Youth Authority — Performance Standards Entry Level Positions	24,337
55. California State Department of the Youth Authority — Educational Assistance	101,497
56. California State Department of the Youth Authority — Study to determine feasibility of progressive salary increments for journeyman employees	12,899
57. California State Department of the Youth Authority — Training selected Youth Authority Staff to act as internal Organization Development Specialists	22,773
TOTAL OF PROJECTS NOT RECOMMENDED FOR FUNDING 1971-72	\$2,091,601

M

I hereby certify that the projects or programs contained within this application are consistent with the applicable merit principles set forth in clauses (1) - (6) of the third paragraph of section 2 of the Intergovernmental Personnel Act of 1970; that the making of the grant will not result in a reduction in relevant State or local government expenditures or the substitution of Federal funds for State or local funds previously made available for these purposes; that there will be compliance with Title VI of the Civil Rights Act of 1964; and, that the conditions set forth in Appendix B of the "Guidelines for the IPA Grant Program" will be adhered to in all respects.

A handwritten signature in dark ink, reading "Ronald Reagan", written over a horizontal line.

RONALD REAGAN
Governor

1-18-72
Date

U.S. CIVIL SERVICE COMMISSION

Form Approved
O.M.B. No. 50-R0425

FEDERAL GRANT APPLICATION

INTERGOVERNMENTAL PERSONNEL ACT

1. Application is hereby made for a grant under the Intergovernmental Personnel Act of 1970 (PL 91-648) in the amount and for the purposes set forth in this application by the:

Advisory Coordinating Council
on Public Personnel Management
(Legal name of jurisdiction or organization)

State of California

2. Total Estimated Current-year Project Cost

\$1,721,301

3. Total Current-year Federal Funds Requested

\$1,220,201

For U.S. Civil Service Commission Use Only

A. Application No. _____

B. Date Received _____

C. Type: ☐ New Grant ☐ Continuation

☐ Supplemental ☐ Amended

D. Jurisdictional Coverage:

☐ State Government Only

☐ Local Government Only

☐ Both State and Local Government

E. Activity Coverage: ☐ Personnel Administration

☐ Training ☐ Fellowship

4. Office assigned primary authority and responsibility for administering the proposed program. (Name and title of Director and office, mailing address, and telephone)

Michael W. Poggenburg, Executive Director
Advisory Coordinating Council on Public Personnel Management
455 Capitol Mall, Suite 385
Sacramento, California 95814

5. Fiscal Officer to whom payment should be made (Name, title, mailing address, and telephone)

George Brown, Administrative Services Officer
California State Personnel Board - 801 Capitol Mall, Room 562
Sacramento, California 95814

6. Certification: The undersigned declares that he is Governor of California (Title) and certifies: (a) that the projects or programs contained within this application are consistent with the applicable merit principles set forth in clauses (1)-(6) of the third paragraph of section 2 of the IPA (reprinted on inside of the cover of this Form); (b) that the making of the grant will not result in a reduction in relevant State or local government expenditures or the substitution of Federal funds for State or local funds previously made available for these purposes; (c) that there will be compliance with Title VI of the Civil Rights Act of 1964; and (d) that conditions set forth in Appendix B of the "Guidelines for the IPA Grant Program" will be adhered to in all respects.

Ronald Reagan

Name of Governor, Mayor, or Chief Executive

/s/ Ronald Reagan

Signature of Governor, Mayor, or Chief Executive

January 26, 1972

Date

INSTRUCTIONS FOR APPLYING FOR AN IPA GRANT

INTRODUCTION

The Intergovernmental Personnel Act of 1970 (P.L. 91-648) authorizes the Civil Service Commission to make grants to State and general local governments and to certain other organizations to support part of the costs of projects or programs designed to (a) improve personnel administration, (b) train certain employees, and (c) provide "Government Service Fellowships."

CSC Form 1095, "Federal Grant Application, Intergovernmental Personnel Act," should be used to apply for a grant for any one of these purposes or any combination of them. The reverse side of the appropriate part of the application form provides specific instructions for completing those application form items which are not self-explanatory.

In addition to the specific information requested by this form, the applicant is invited to include in his application comments and suggestions about public personnel management, intergovernmental cooperation, the IPA program, and other related matters which he believes would be of interest to the Commission.

WHERE TO SUBMIT AN APPLICATION

Please send the original and 6 duplicate copies of an application for an IPA grant to the appropriate Commission Regional Office, or to the Commission's Bureau of Intergovernmental Personnel Programs in the case of applicants located in Washington, D.C. (The addresses and geographical coverage of Commission regional offices are provided both on the reverse of Part 2 of the application form and in Appendix A of "Guidelines for the IPA Grant Program.")

These offices should also be contacted to arrange for pre-application consultation; or to obtain copies of the related publications, "Guidelines for the IPA Grant Program" and "IPA Grant Administration Handbook," as well as additional copies of the application form.

LOCAL GOVERNMENT APPLICATIONS

A general local government, a combination of such governments or an organization applying for such governments must send its application to the Governor of the State concerned for review, comments, and recommendations before it is submitted to the

Commission. Comments or recommendations made by the Governor and a statement by the local government applicant that it has considered them must accompany the application. The application need not be accompanied by comments or recommendations of the Governor, however, if the applicant certifies that its application has been before the Governor for 60 days without comment.

Instructions - Part 1 of CSC Form 1095

Item 2 - Enter the total estimated *current-year cost (both Federal and non-Federal) of the project(s) described in this application, as computed on Section II of the Program or Project Budget(s) submitted with this application. If the application includes more than one project, enter the total estimated current-year costs of all projects. (If the planned length of a project does not exceed 15 months, enter the total estimated cost of the project.)

Item 3 - Enter the total amount of Federal funds requested to be applied against the same estimated current-year costs listed in Item 2.

Part 1-A - An application may include more than one project. To the extent possible an applicant should include in one application all the projects for which he would like to receive IPA grant support from current fiscal year grant funds. An application which covers more than one project should include Part 1-A, "Project Summary Sheet," and should provide a separate "Project Narrative Statement" and "Program or Project Budget" for each listed project.

***NOTE:** The term "current-year" as used throughout this application form means the 12 month period of the project or program for which IPA funds are being applied. In the case of an initial application, the current-year is (a) the first 12 months of a multi-year project, or (b) the entire life of the project if for 15 months or less. In the case of a continuing application, the current-year is the 12 month period succeeding the previous 12 months.

**SUMMARY OF PROJECTS RECOMMENDED FOR FUNDING UNDER THE
INTERGOVERNMENTAL PERSONNEL ACT OF 1970 – CALIFORNIA'S 1971-72 STATE PLAN**

<u>PROJECT Number</u>	<u>APPLICANT</u>	<u>FUNDS REQUESTED</u>		
		<u>Federal</u>	<u>Local</u>	<u>Total</u>
1	Office of the Governor	\$ 34,440	\$ 14,800	\$ 49,240
2	Advisory Coordinating Council	79,974	-0-	79,974
3	Los Angeles County	85,151	28,383	113,534
4	State Personnel Board	200,000	67,500	267,500
5	Santa Clara County	19,884	7,603	27,487
6	League of California Cities	21,820	14,630	36,450
7	Los Angeles City	75,582	53,226	128,808
8	City of Inglewood	20,000	14,409	34,409
9	Fresno City	20,000	10,445	30,445
10	Santa Clara County	16,384	8,871	25,255
11	Santa Cruz County	19,642	6,566	26,208
12	League of California Cities	20,335	18,320	38,655
13	California Youth Authority	1,000	9,816	10,816
14	Advisory Coordinating Council	14,527	-0-	14,527
15	State Personnel Board	78,299	32,159	110,458
16	Pasadena City College	42,700	15,640	58,340
17	UCLA—Institute of Industrial Relations	70,510	23,543	94,053
18	Contra Costa Mayors' Conference	20,000	8,108	28,108
19	California State College at Hayward	81,463	58,960	140,423
20	University of Southern California	26,840	10,480	37,320
21	State Department of Finance	33,065	11,022	44,087
22	UCLA—Department of Urban Affairs	75,003	25,101	100,104
23	American Society for Public Administration, Orange County	25,000	8,342	33,342
24	University of Southern California	98,688	33,393	132,081
25	California Special Districts Association	39,894	19,783	59,677
TOTAL PROJECTS RECOMMENDED FOR FUNDING		\$1,220,201	\$ 501,100	\$1,721,301

1. Name of Applicant:

Office of the Governor — State of California

2. Title of Project:

Governor's Task Force on Local Government

3. Project Director:

Bruce Nestande
Special Assistant to the Governor
Office of the Governor
State of California
State Capitol
Sacramento, CA 95814 — 916-445-8054

This project was developed by the staff of the Office of the Governor independently of the project review process of the Advisory Coordinating Council on Public Personnel Management.

4. Federal Funds Requested: \$34,440
Local Share: \$14,800
Total Project Cost: \$49,240

5. Need for Project:

This project will utilize a task force of 25 people representing all levels of public and private life in California to attempt to coordinate inputs from these segments of society to fashion a pattern for delivery of government services in the years ahead.

In a sense, the members of the task force speak for competing interests. Cities, counties, and special districts do, to a very large extent, compete for their revenue from a static or constant source—the property tax. As taxpayers demand more services and as the costs of providing these services increase, property taxes must increase to support the demands of the local citizens. There is no conceivable method of a city or county to acquire more land to tax. The tax must be distributed over the existing acreage and the people who own and use it. Local government has reached a point where it may be uneconomical or even impolitic to continue in the business of public service. This project will address itself to an analysis of the functional and structural problems of local government with an end toward the development of legislation to begin to redesign the system for the twenty-first century.

6. Description of Project and Principal Concrete Results or Benefits Expected:

The project will center around a thorough review of local government with the purpose of developing alternatives for modernizing local government in California in order to make government more fully responsive to the needs of all citizens.

The policy and review body—the Governor's Task Force on Local Government—will be representative of the political subdivisions of the State of California:

Agency	Number of Representatives
University of California	1
California State Colleges	1
Private Colleges and Universities	1
California Community Colleges	1
Counties	4
2 County Supervisors	
2 County Administrative Officers	
Cities	3
2 City Councilmen	
1 City Manager	
Special Districts	2

Agency (cont'd)	Number of Representatives (cont'd)
State of California	6
Advisory Coordinating Council on Public Personnel Management (1)	
Council on Intergovernmental Relations (1)	
Department of Finance (1)	
Governor's Office on Planning and Research (1)	
Assembly (1)	
Senate (1)	
United States Government	1
Public (including a student)	<u>5</u>
TOTAL	25

The Task Force will develop a governmental structure which will insure good management, maximum dollar utilization, and create a system which will have the capacity for continuous change to meet present and future needs. The existing structure must not be replaced by one equally incapable of alteration.

The functions and responsibilities at all levels of government within the State will be examined. Obviously, this will result in a realignment of functions, responsibilities, and taxing authority of local government entities.

The end purpose of the Task Force will be to draft legislation for submission to the legislature based on its findings.

7. Project Evaluation:

This project will generate a great deal of discussion and concern—by those associated with it and those not directly associated with the project but affected by its findings. The political impacts of the project are fairly obvious. We can evaluate the project almost on a daily basis from the type of comments and the press we get. Since this project is a highly visible one, no formal evaluation mechanism will be developed. By the nature of the project, an evaluation of our progress is virtually guaranteed. Legislation, which may be a model for use in other states, will be evaluated by the members of the California Legislature.

8. Timetable:

The Task Force will terminate its activities in nine months from the inception of the project or by approximately December 1, 1972.

PROGRAM OR PROJECT BUDGET

Program or Project Title: GOVERNOR'S TASK FORCE ON LOCAL GOVERNMENT

I. FUNDING OF CURRENT-YEAR COSTS	1. ESTIMATED FEDERAL FUNDS UNUSED FROM PREVIOUS PERIOD	2. NEW FEDERAL FUNDS REQUESTED	3. NON-FEDERAL FUNDS APPLIED	4. TOTAL CURRENT-YEAR BUDGET
	\$ - 0 -	\$ 34,440	\$ 14,800	\$49,240

II. DETAIL BUDGET (Current-Year)		
A. Direct Costs:		
1. PERSONNEL:	FULL-TIME OR PART-TIME (INDICATE %)	DOLLAR AMOUNT OF COST
a. Position Title and Annual Salary of Project Director		
Special Assistant to the Governor	50% of 9 mos.	\$ 7,500
Fringe benefits @ 13%		975
b. Total Number of Administrative, Professional and Technical Staff: <u>1</u>		
Project Coordinator	100% of 9 mos.	12,000
Fringe benefits @ 13%		1,560
c. Total Number of Clerical and other Support Staff: <u>1.5</u>		
Secretary	100% of 9 mos.	6,000
Fringe benefits @ 13%		780
Temporary Help	50% of 9 mos.	3,000
Fringe Benefits (If direct cost) Calculated above		
Subtotal:		31,815
2. TRAVEL:		10,250
3. EQUIPMENT:		500
4. CONTRACTUAL AND CONSULTING SERVICES:		500
5. OTHER DIRECT COSTS:		6,175
Total Direct Costs:		\$49,240
		- 0 -
B. Indirect Costs:		
(1) <input type="checkbox"/> Rate not established under Office of Management and Budget Circular No. A-87, but negotiated with the Commission at _____ % of <input type="checkbox"/> Salaries and Wages, or <input type="checkbox"/> Allowable Direct Costs		
(2) <input type="checkbox"/> Rate negotiated under OMB Circular A-87 at _____ % of <input type="checkbox"/> Salaries and Wages, or <input type="checkbox"/> Allowable Direct Costs		
Total Project Budget:		\$49,240

III. SOURCE OF NON-FEDERAL SHARE (Current-Year)	
1. From Grantee Resources (Show source by budget category)	\$
Special Assistant to the Governor	7,500
Fringe benefits	975
Temporary Help	3,000
Rent (300 sq. ft. at .50 for 9 mos.)	
(300 sq. ft. at .50 for 4.5 mos.)	2,025
Telephone	800
Equipment	500
Total:	\$ 14,800

IV. BUDGET ESTIMATES FOR THE PROGRAM OR PROJECT AFTER FIRST-YEAR				
	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Total Program Budget After First-Year	0			

V. FURTHER DISCUSSION	
Travel	
Staff	\$ 2,500
25 Councilmen x \$30/meeting x 9 meetings	6,750
Students	1,000
	<u>\$10,250</u>
Other Direct Costs	
Rent (300 at .50 - 9 mos; 300 at .50 - 4.5 mos.)	\$ 2,025
Meetings: \$150/meeting x 9 meetings	1,350
Reproduction	2,000
Telephone	800
	<u>\$ 6,175</u>

JURISDICTIONS COVERED BY THIS APPLICATION

1. Legal Name of Each Jurisdiction and Projects applying to that Jurisdiction.

Jurisdictions will be covered by representation on the Task Force. Please refer to narrative.

2. The following documentation of agreement or authority for coverage of these jurisdictions is attached (please list):

☐ This application does not cover any jurisdictions other than the applicant.