December 23, 1959

VAN DINH TRO.....

Report on Visit to the Southern Pacific Railroad Company on Friday, November 20, 1959

Person met: Mr. Kenneth F. Beaton

One hundred years ago the country now seen from Southern Pacific train windows was mostly wilderness. Wild animals roamed where millions of people now live and work. Travel was by covered wagons or horseback.

In those early years few men thought it possible to build a railway through this rugged wilderness. One who did was a young civil engineer named Theodore Judah. He said a transcontinental railroad could cross the Sierra Nevada mountains along a route he surveyed. Most people said that Judah was crazy but four men in Sacramento, California believed that Judah's ideas were practical and they promised to raise money to help him. In 1861 they organized a company called Central Pacific (later renamed Southern Pacific) to build the railroad.

The four men who became famous as "The Big Four" were Leland Stanford, Collin P. Huntington, Mark Hopkins and Charles Crocker. They took charge of constructing the railroad along Judah's route over the high granite mountains, where snow lay 40 feet deep in winter. Some of the workers climbed into wicker baskets and were lowered by ropes down over a rock cliff to cut a narrow ledge across its face for a path that could be widened later until it could hold railroad track.

On May 10, 1869 the tracks of the Central Pacific met the tracks of Union Pacific in Utah, and the two railroads were joined by a golden spike to form the first trans-continental route, making Judah's dream come true.

Today the rail lines of Southern Pacific and affiliated companies reached 15,000 miles through 12 states up and down the Pacific coast and as far east as Illinois, Tennessee and Louisiana.

Diesel powered locomotives pull most trains of the Southern Pacific today, although the railroad still has many steam engines. In its largest freight yards railroaders now press buttons to control the switching of cars. Out on the mountains radios help them keep in touch with the trains and with the snow clearing equipment. Signals warn of floods or slides or earthquakes. Along the track cruise detector cars, equipped with devices with which see beneath the surface of the steel rails to detect flaws that may be hidden from human eyes. In its shops the railroad already is using material of the Atomic age in what is known as "gamma ray radiography" that sees beneath the surfaces of tools and castings with power better than X-rays.

Dispatchers sitting alert in their offices can shift levers and press buttons to move the points of track switches and change the aspect of signals that may be a hundred miles away along the track. In this manner they can guide trains so accurately that often two trains approaching each other on single track can meet and pass at a long side track without either train having to come to a halt.

With total assets of $1,985,711,980 at the end of 1954, Southern Pacific Transportation System ranked eighth among the leading corporations of the country, excluding banks and insurance companies. With total operating revenues of $626,214,43[illegible] in 1954, Southern Pacific Transportation System was third highest among the United States railroads and in freight revenue it was second only to the Pennsylvania.

At the end of 1954 there were more than 75,000 men and women on Southern Pacific Transportation System payrolls and some 6,000 employed by the solely controlled affiliated companies.

January 6, 1960

VAN DINH THO.....

Report on Visit to the Business Systems on Monday, November 23, 1959

Person met: Law Dolson and John Mendenhall
Location : 2700 South Yates Avenue, Los Angeles 22, California

The Business Systems are integrated companies offering a complete personnel system of standard forms. It helps by (1) providing for the growing complexities of industrial relations, (2) preparing for governmental requirements of labor statistics, (3) complying with fair employment practice legislation. Personnel consists of 210 employees and a part of them are well trained business systems representatives. Their function is to visit all kinds of customers at thier convenience in their own offices and counsel them on the most appropriate size and arrangement of each form, its best method of manufacturing or routing. They solve too specific form problems and install a whole system for them.

The Business Systems have a full line of printing machines and representatives in all the major cities of the west: Denver, Fresno, Long Beach, Los Angeles, Oakland, Portland, Sacramento, San Diego, San Francisco, Santa Anna, Honolulu and San Jose.

January 6, 1960

VAN DINH THO.....

Report on Visit to the Brunswig Drug Company on Monday, November 23, 1959

Person met: Mr. Donald R. Mayer
Location : 523 West Sixth Street, Los Angeles 14, California

Brunswig Drug Company, West Coast wholesale distribution house, is a company in charge of distributing drugs, cosmetics and current items to druggists all over the world but particularly to the Los Angeles area. Hereunder is how an order is filled locally:

1. The druggist telephones his order to Brunswig's Los Angeles office

2. A telephone girl takes the order down directly on the typewriter.

3. The order then goes to an IBM card file where a separate card is pulled for every item. Holes punched in each card pertain to just one size of one particular item.

4. The cards are fed into an IBM machine which supplies order picking instructions to the magnetic drum, digital computer and switching system that are the brains and nerves of "Gertrude" which handles 3,500 items in an area of 90 feet square.

Handling 2,000 individual orders from druggists in a single day, "Gertrude" takes care of the average order in 15 seconds. It picks the items ordered from storage bays, deposits them on moving belts, keeps each druggist's order separate from others on the belts and delivers the orders to packing stations, ready to be packed for shipment.

"Gertrude" was designed, built and installed at Brunswig by Industrial Electronic Engineers of North Hollywood, California, headed by inventor Ronald O. Gumperts. It took three years to develop and build the machine and its cost to Brunswig was $250,000.

So the electronic order filling machine performs without the intervention of human hands, many of the tasks that normally require a crew of men and women to carry out.

The goal of the Brunswig Company is to help the independent pharmacist to maintain his business in a sound manner and to keep pace with the growth with the west. The thirteen full line full service divisions serve more than 5,000 customers in California, Arizona, Utah, Nevada, Idaho and western Wyoming.

The items carried on the inventory are composed of between 22,000 and 30,000 articles.

January 6, 1960

VAN DINH THO.....

Report on Visit to the Richfield Refinery on Tuesday, November 24, 1959

Person met: Mr. Otha Brown
Location : Near Wilmington, California

The Richfield Watson Refinery near Wilmington, California is an entirely modern plant for the production of a complete line of high quality petroleum products. Much of the processing equipment has been built to provide maximum aviation gasolines for the armed forces during periods of national emergency and since the peace time demand for aviation gasolines is only a small fraction of the war time requirements, the equipment is now available for the production of highest quality automotive gasolines.

Hereunder are some of the refinery highlights:

- The Richfield Refinery occupies 545 acres of ground. It is located approximately 16 miles south of downtown Los Angeles.

- Pipe and tubing used to carry crude oil and products water, gas and steam if stretched out would reach more than 1,500 miles.

- Storage capacity for crude oil and refinery products is more than 21 million barrels enough to cover a square mile to a depth of more than four feet.

- Some of the processing units tower as high as tall buildings. The Thermafor Catalytic Cracking Units rise 240 feet equal to a 21 story building. The Fluid Catalytic Cracking Unit one of the largest of its kind in the world towers 15 stories high.

- Steam generated at the plant could be converted to electrical power sufficient for a city of 375,000. Electrical power purchased for the refinery, 542,000 kilowatt hours per day, would supply a community of 70,000 population.

- Refrigeration equipment used in the production of alkylate for high quality aviation and automotive gasolines would save a city of more than 200,000 population.

- Employment is provided at the refinery for the breadwinner of more than 1,650 families living in the Los Angeles and Long Beach areas.

How Crude Petroleum is Refined

Crude petroleum is a mixture of a very large number of different compounds (hydrocarbons) which must be partially separated before they can be utilized to the best advantage. This would be very difficult except for the fact that the individual hydrocarbons boil at slightly different temperatures. Thus we find petroleum products varying from the gas which we use for cooking and heating in our homes to the asphalt used for paving the streets and roads. Between these extremes are found many other petroleum products including gasoline, kerosene, diesel oil, lubricating oils, greases and fuel oil.

January 6, 1960

VAN DINH THC.....

Report on Visit to the California State Personnel Board on November 30 and December 1, 2 and 3, 1959

Persons met: Messrs. Bernard P. Donnelly, H. Robert Davis, Robert Abramson, R. H. Carter, E. W. Chopson, Jane C. Halterman, Vernon R. Taylor, and D. Dale Warner.
Location: 801 Capitol Avenue, Sacramento 14, California

As the central personnel agency for the state of California and under the authority of Article XXIV of the California State Constitution, the State Personnel Board administers a general personnel program for all state agencies and provides standards and guides for good personnel management. The Board itself consists of five members appointed by the Governor for 10 year terms.

Function of the State Personnel Board

The State Personnal Board adopts general policies and rules; establishes job classes and pay ranges; hears and decides appeals from disciplinary and other actions affecting employees.

Function of the Assistant Board Secretary

The Assistant Board Secretary assists the Board and Executives officers in improving civil service administration; works the the Legislature, departments, employees and special groups.

Function of the Hearing Officer

The Hearing Officer hears appeals from disciplinary and other actions, conducts investigations and recommends decisions.

Function of the Executive Officer

The Executive Officer plans, directs, coordinates and controls the work of the agency.

Function of the Assistant Executive Officer

The Assistant Executive Officer plans, directs and coordinates those activities that are concerned with over-all recruiting, examing, classification and pay administration; directs and coordinates the units which furnish internal State Personnel Board services, supervises preparation of Board calendars; acts for the Executive Officer in his absence.

According to the jurisdiction, a certain number of divisions and offices have to report to the executive officer and hereunder are their functions:

Functions of the Recruitment and Field Services Division

This division develops policy, standards and techniques for recruitment to secure qualified persons to fill state jobs and works with state agencies in planning and conducting recruitment campaigns. The division also conducts tests which are placed on a continuous basis and in the case of continuous clerical tests handles the placement function. Field office services are provided in Los Angeles and San Francisco.

Functions of the Personnel services division

The personnel services division is divided into six sections:

Section 1 - Medicine and allied services; social welfare, institutions, parole and rehabilitation; employment security, insurance and industrial relations.

Section 2 - Agriculture and conservation, regulatory and public safety, custodian and domestic.

Section 3 - Engineering and allied fields; mechanical and construction trades.

Section 4 - Fiscal management and staff services; legal; special insurance services.

Section 5 - Clerical and allied; education and library

Examining services Section - examination scheduling, examination procedures, qualifications inquiry, investigations.

The various sections carry on the day-to-day classification, examing and pay work for various agencies. They prepare and revise class specifications; determine that state jobs are properly classified and properly paid; review and pass on personnel transactions; recommend salary ranges, work week groups and cash overtime compensation; determine the need for and schedule tests; prepare examinations and instructions for administering them and they answer policy, administrative and technical questions relating to State Personnel management.

Functions of the Examining Standards

The examining standards are divided into three smaller units:

1. Standards -- Analyses policy and procedural problems in the examining program and develops needed changes; prepare manuals and reports. Conducts research studies on test effectiveness. Conducts a program of written test and interview evaluation. Coordinates development and operation of continuous test programs. Develops modified examination programs to meet special needs. Profides consultation to technical staff on examining problems. Provides basic and advanced training courses in written test construction and interviewing techniques.

2. Test construction -- On a project basis, prepares test questions, subtests and complete examinations to fill needs of the Personnel Service Division.

3. Testpool -- Maintains files of test questions, scoring keys, specimen tests and other test components for use in future examinations. Maintains historical records of test administration and test performance, including tabulations of scores and item-analyses data. Types new test material submitted by analysts and consultants.

Functions of the Standards and Surveys Division

This division develops classification and pay policy, standards and techniques. It conducts general wage, salary, and employee benefits surveys on the basis of which states salaries are kept in reasonable relation to those paid in other governmental jurisdictions and private employment. It conducts agency classification surveys and personnel management surveys. Through the personnel management analysis activities it recommends improved personnel management methods and policies. It establishes and applies standards and routines for processing employment forms in all state agencies.

Functions of the Cooperative Personnel Services

The Cooperative Personnel Services provides examining, classification, pay, training and related personnel services to other public jurisdictions throughout the state which are not equipped to perform such services for themselves. It develops rules, regulations and merit system organizations. The cost of providing these services is paid by the agencies that request them which makes the division self supporting.

Functions of the Office Services Division

The Office Services Division reviews and processes applications, arranges, administers scores and processes examinations; establishes, maintains, and certifies from lists of qualified eligibles; keeps a central personnel roster of state employees; provides graphic art services; has responsibility for form control and building and property management; maintains statistical records, and performs general office services such as mail, duplicating, supply, central files, stenographic, and clerical work for other divisions.

Functions of the State Training Division

The State Training Division activities aimed at providing leadership and service to state agencies fall into the categories listed below:

- organization development
- maintenance activities
- specialized training
- management development
- interagency management conferences
- developmental activities
- safety services