



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES

Division of the State Architect

Headquarters • 1102 Q Street, Suite 5100 • Sacramento, CA 95811
(916) 445-8100 • Fax (916) 445-3521 • www.dsa.dgs.ca.gov

Date: January 29, 2010

To: [REDACTED]

Subject: DSA Business Plan

Based upon your specific skills and experience, you have been selected to participate in the Division of the State Architect's immediate action plan to simultaneously reduce the current bin time from 12 weeks to 6 weeks within 30 days and address workload priorities, while expediting construction plan reviews. Your level of expertise is critical in meeting our commitments to the Administration, our clients and ensuring construction integrity. The DSA's immediate action plan will play a critical role in helping stimulate the economy. Your specific assignment is as follows:

- Supervisors and Managers will spend 50% of their time on plan review.
- District Structural Engineers will perform plan review 2 days per week.
- Furlough Fridays will be used for plan review only.

This assignment will require that you:

- Change the current mandated furlough Friday schedule to that of a self-directed furlough leave program [for use after June 30, 2010.] This provides that you accrue furlough leave credits and use them prior to June 30, 2012. Consistent with Executive Order S-12-09, State employees must use their accrued furlough days prior to using vacation, annual leave, personal holiday, holiday credit, personal leave plan (PLP credit, and compensatory time off (CTO).
- If you are currently on an alternate work week schedule it will be suspended during the duration of your special assignment effective 30 days from the date of this memo.
- For DSA Headquarters staff, your specific work schedule may be arranged with your new manager.

This notification is being sent to all DSA professional staff (1) who are being designated as participants in the DSA action plan, effective immediately, or (2) who could be designated subsequently as participants in the action plan, with assignment at the direction of the regional manager for your office or the Policy Deputy for DSA HQ staff, and with as much advance notice as possible.

Your commitment to the successful implementation of this plan will help make DSA a destination place of employment.

Kathy Hicks
DEPUTY DIRECTOR

Date: January 28, 2010

To: All DGS Employees
From: Ron Diedrich
Acting Director

Subject: Division of State Architect (DSA) Business Plan

All of DGS is engaged in a top to bottom reevaluation of all its businesses; identifying efficiencies and streamlining processes in an effort to create jobs for Californians. Job creation is our top priority and each of you can contribute toward putting your fellow Californians back to work.

The Division of the State Architect (DSA) will be the leader alongside other DGS divisions in driving this job creation effort. Specifically, DGS has committed to the State and Consumer Services Agency and the Governor's Office that DSA will:

- o Reduce the existing 12 week bin-time to 6 weeks by February 26, 1010;
- o Immediately put in place an action plan to expedite plan reviews; and,
- o Adopt performance metrics to improve the operating efficiency and effectiveness of the organization.

To help DSA reach these goals, I've authorized the DSA management team to identify immediate recommendations on how changes to the current furlough program; adjustments to the alternate work week schedule; or redirection of other DGS staff to support DSA can help us reach our goals.

In order to accomplish this objective there will be a bifurcation of the DSA organizational structure and reporting responsibilities effective today.

- o David Thorman has been directed to implement the final stages of the Governor's green policy and grid neutral goals while continuing his role as the State Architect with focus on policy for state design and construction.
- o Kathy Hicks will be appointed as the Acting Deputy Director for DSA throughout the remainder of this Administration. The Operations Branch and the Policy and Administration Branch will report to Kathy for guidance and direction.

Both David and Kathy have demonstrated their strong commitment to our goals, and will be developing a model program for our department to ensure effective and efficient business practices. If you have any suggestions on how we can make improvements that streamline processes and procedures bring them forward to your managers.

The progress and performance of DSA in achieving the goals of the bin reduction and improved operations efficiency will be closely monitored. DSA will be reporting weekly regarding our progress on the critical path toward achieving these goals.

Please join me in welcoming both David and Kathy to their new assignments.



Ron Diedrich
Acting Director

Date: January 28, 2010
To: All DGS Employees
From: Ron Diedrich
Acting Director
Subject: Making Jobs in California - DGS Expedites Projects & Programs

Putting Californians to work is our top priority right now.

All of DGS is engaged in a top to bottom reevaluation of all its businesses; identifying efficiencies and streamlining processes in an effort to create jobs for Californians.

As the State of California's business services organization, the Department of General Services interacts with more California businesses than any other part of state government. Across nearly every division of DGS, the work we do to help our customers succeed creates jobs. When we reduce roadblocks and streamline project approvals we break up the state's fiscal logjam and get more of our fellow Californians to work.

The following lists a few specific actions DGS can take to immediately address job creation, focus on priority workloads and support our clients:

- Upon Deputy Director approval, DGS managers will work with specific staff to assess their priority workload and, where appropriate, change the current mandated furlough Friday schedule to that of a self-directed furlough leave program. This enables you to accrue furlough leave credits and use them prior to June 30, 2012. Consistent with Executive Order S-13-09, State employees must use their accrued furlough days prior to using vacation, annual leave, personal holiday, holiday credit, personal leave plan (PLP credit), and compensatory time off (CTO). (Note: DGS will not open offices to the public, rather Fridays will be dedicated to the completion of priority workload.)
- Where appropriate, DGS managers will work with staff to suspend Alternate Work Week Schedules (AWWS), to address immediate workload priorities and eliminate any delays that might negatively impact our customers.
- Prioritize workload associated with the American Recovery and Reinvestment Act (Federal stimulus) Funded Projects.
- Redirect staff internally within divisions and offices, as well as from other DGS offices, to critical functions and projects associated with job creation and economic stimulus.

I am confident that by working together, we can not only meet this current charge, but also implement sustainable improvements that will make DGS a great place to work and an example of government efficiency. I also know the best ideas will come from you – please send any suggestions to DGSpublicaffairs@dgs.ca.gov.

Any additional Information will be communicated when available and as appropriate.

Together we *can* make a difference and get Californians back to work.

Ron Diedrich, Acting Director
Department of General Services

Date: January 28, 2010
To: All DGS Employees
From: Ron Diedrich
Acting Director
Subject: Office of Public School Construction (OPSC) Business Plan

All of DGS is engaged in a top to bottom reevaluation of all its businesses; identifying efficiencies and streamlining processes in an effort to create jobs for Californians. Job creation is our top priority and each of you can contribute toward putting your fellow Californians back to work.

The Office of Public School Construction will join other DGS divisions in driving this job creation effort. The OPSC management team will immediately identify efficiencies that can be implemented and what actions need to be taken for OPSC to reach its goals of stimulating job creation in California.

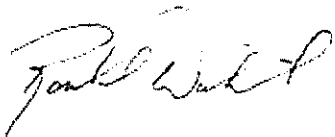
To help OPSC reach these goals, I've authorized the OPSC management team to identify immediate recommendations on how changes to the current furlough program; adjustments to the alternate work week schedule; or redirection of other DGS staff to support OPSC can help the organization reach its goals.

Guiding this effort effective today will be Lisa Silverman, who will serve as the acting Executive Officer for this organization for the remainder of the Administration. She has the knowledge and expertise to guide OPSC at this critical time and I ask you to give her your full support and commitment.

Rob Cook will continue in his role as Acting Deputy Director of the Interagency Support Division and will be focused on management and oversight of the fleet and state printing programs.

Rob and Lisa are committed to our goals of doing our part as an organization to fast track our business systems to get California back to work. If you have any suggestions on how we can make improvements that streamline processes and procedures bring them forward to your managers.

Please join me in welcoming Rob and Lisa to their new assignments.



Ron Diedrich
Acting Director