COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

February 28, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Michael J. Henry
Director of Personnel

David E. Janssen
Chief Administrative Officer

Subject: **STRATEGIC EMPLOYEE SURVEY PROJECT**

In our November 24, 2002 memo, we provided you information regarding the upcoming Strategic Employee Survey Project. The employee surveys are part of our implementation efforts for the County Strategic Plan adopted by your Board in December 2002. This project is being financed by the Quality and Productivity Commission's Productivity Investment Fund. The surveys will be distributed to permanent employees beginning March 2003. They are designed to assess key factors in the work environment that contribute to our strategic goals and will help us with future decisions to improve work life and design developmental opportunities for employees. This project is important to engage all County employees in our strategic plan implementation process. As we informed you in our earlier memo, the completion of the survey is voluntary and individual employee responses will remain confidential.

The survey sample will include all permanent employees and will be distributed in two phases. Phase One: In March 2003, we will distribute the surveys to approximately 62,000 County employees. This first phase will exclude employees in bargaining units that are currently in contract negotiations with the County for a successor 2003 MOU. Phase Two: Surveys will be distributed to employees excluded in the first phase. As negotiations are concluded and agreements are reached, we will work with departments to distribute the remainder of the surveys to those employees represented by the bargaining units listed below:

701 – Deputy Probation Officers
702 – Supervisory Deputy Probation Officers

611 – Peace Officers
612 – Supervisory Peace Officers
613 – Public Defender Investigators

641 – Beach Lifeguards
642 – Supervisory Beach Lifeguards

601 – Fire Fighters
602 – Supervisory Fire Fighters

711 – Social Workers
723 – Child Welfare Workers
777 – Supervisory Social Workers

131 - Appraisers
132 – Supervisory Appraisers

501 – Professional Engineers
502 – Supervisory Professional Engineers
511 – Engineering Technicians
512 – Supervisory Engineering Technicians

CAO/Employee Relations will continue to consult with the Unions regarding these surveys, upon their request.

We have enclosed a copy of posters that will be distributed and displayed throughout County worksites. The posters are designed to promote employee awareness and participation in this important project. We have also established internet (www.lacountysurveys.org) and intranet (http://jaintra.co.la.ca.us:81/surveys/home.html) sites to provide employees additional information about the survey project and to answer frequently asked questions (FAQs).

We will continue to keep you informed on the progress of this project as we proceed.

MJH:DEJ
LT:BM

Enclosure

c: Department Heads
Chair, Quality and Productivity Commission
Administrative Deputies

The
Los Angeles County

Strategic Survey Project

www.lacountysurveys.org

Your chance:

to be heard
to improve work life
to affect opportunities
to make a difference

The Los Angeles County

Strategic Survey Project

Look for your survey beginning March 15th, 2003.

For additional information go to: http://www.lacountysurveys.org

(intranet only) http://jaintra.co.la.ca.us:81/surveys/home.html

The Los Angeles County Strategic Survey Project has been made possible by financial support from the Quality and Productivity Commission. This strategic collaboration involving all County departments and employees is being coordinated by the Chief Administrative Office, the Department of Human Resources, and the Chief Information Office.

Our mission: To enrich lives through effective and caring service.