



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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August 26, 2011

To: Mayor Michael D. Antonovich
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Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

**PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS
REPORT**

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return to work activities.

Seniority Lists/Workforce Reduction Plan

As reported in the August 12, 2011 memorandum to your Board, Probation submitted a revised Workforce Reduction Plan (Plan) to the Department of Human Resources (DHR) on August 10, 2011. DHR approved the Plan on August 15, 2011 and submitted it to Chief Executive Office (CEO) Budget, CEO Employee Relations (CEO ER), and DHR Diversity. CEO ER forwarded the approved Plan to the Unions on August 15, 2011.

Mandatory trainings for Probation managers and supervisors relative to issuing layoff notices to staff will be held on August 31, 2011 at Los Padrinos and Central Juvenile Hall, and on September 1, 2011 at Barry J. Nidorf Hall.

Layoff notices will be given to the impacted staff on September 15, 2011. The layoffs and releases of temporary staff will be effective September 30, 2011.

"To Enrich Lives Through Effective And Caring Service"

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Meetings with the Labor Unions

CEO ER and Probation met with AFSCME Local 685, SDPO Association, PMA, and SEIU Local 721 on August 8, 2011, to discuss the budget reduction plan. AFSCME Local 685 has provided an online mechanism for employees to submit ideas on budget saving measures. Employees' ideas will be reviewed and vetted during the next two to three weeks.

CEO ER, DHR, and Probation met with AFSCME Local 685, SEIU Local 721, the Professional Managers Association (PMA), and the Joint Council of Supervising Deputy Probation Officers on August 18, 2011 to discuss the workforce reduction and mitigation efforts. Another meeting was held on August 25, 2011 regarding the operational impact of implementing the layoffs in the juvenile halls.

The Unions expect to meet weekly with Probation to address the layoffs and related issues.

Transition Services

Six employees participated in the training workshops conducted by the California WorkSource Centers and 24 employees attended the August 22, 2011 job fair. Representatives of the County of Santa Barbara Probation Department, Goodwill of Southern California, and California WorkSource Centers attended the job fair, along with the following Los Angeles County departments:

1. Animal Care and Control
2. Children and Family Services
3. Fire
4. Mental Health
5. Public Health
6. Sheriff

DHR is also forwarding employee resumes to Departmental Human Resources Managers in various departments for review and hiring consideration.

Risk Management / Return-to-Work

- As of August 23, 2011, Probation reported that:
 - Currently 433 employees are off work due to medical reasons. Of these, 337 employees are off work claiming an industrial injury and an additional 96 employees are off for other medical reasons.
 - During June and July, 2011, 144 employee claims were processed and their cases resolved. Employees were returned to work in various capacities or have retired. During the same timeframe, 159 new cases have been filed resulting in a net increase of 15 pending cases (Table 1).

Table 1

Return-to-Work Statistics	June	July	Total
Cases Processed/Resolved			
Returned to work (full duty)	53	34	87
Returned to work – Conditional Assignment	2	4	6
Returned to work – Work Hardening Assignment	14	20	34
Out of service (retired, transferred, resigned)	12	5	17
	Total		144
New Cases Filed			
Number of new Industrial Accident cases	64	47	111
Number of new medical cases	29	19	48
	Total		159

- The Probation Safety Action Plan has been completed (attached).
- The Safety Plan is being implemented.
- The Sheriff's Department will provide Probation Department Case Managers and on-site Return to Work (RTW) Coordinators with training on RTW procedures on August 29, 30, 31 and September 1, 2011. CEO Risk Management will review all training material and provide feedback if needed.
- CEO Risk Management continues to support specific RTW tasks as requested by Probation, such as assisting with conditional assignments.
- The Department has reviewed five years of the workers' compensation data and identified employees with multiple industrial accident claims. The Department and CEO Risk Management will be reviewing cases with an unusually high number of claims.
- The facilities with the highest frequency of claims are the juvenile halls and they are due to "injured in restraining suspect" or "assaulted".
- In regard to the excessive claims, the Department initiated an accident investigation review process and has implemented Preventive Action Plans with various bureaus and operations management based on accident investigation findings.
- Probation has implemented a weekly safety meeting including CEO-Loss Control and Prevention Section participation.
- The CEO is currently researching several staffing models to improve the Probation safety function. For example, the Department of Public Works (DPW) has a strong safety program. Implementing the DPW model at Probation would require additional safety staff. Probation workers' compensation claims

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increased by 12 percent during the past year. Improving the Probation safety function has become a primary area of focus moving forward.

- CEO-Loss Control and Prevention Section conducted four sites assessments.
- CEO-Loss Control and Prevention Section continued to provide weekly workers' compensation and liability data.

If you have any questions, please contact me, or have your staff contact Ellen Sandt at (213) 974-1186 or Lisa Garrett at (213) 974-2406.

WFT:EFS:LMG
SAW:ef

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Human Resources
Probation

DRAFT #2
Probation Department
Action Plan
July 25, 2011

Fiscal 2010-11: Top 10 Workers' Compensation Frequency Count

CAUSE DESCRIPTIONS	COUNT	TOTAL INCURRED	TOTAL PAID
FALL ON FLOOR/PARKING LOT	160	\$4,262,931	\$726,679
INJURED IN RESTRAINING SUSPECT	100	\$3,077,608	\$488,982
ASSAULTED, NEC	90	\$2,572,697	\$416,604
CONTACT/EXPOS. WORKSITE-INSIDE	80	\$1,323,625	\$168,334
C.T. PHYSICAL INJURY TO BODY PART	76	\$1,963,912	\$460,184
CAUGHT BETWEEN 2+ MOVING OBJ.	74	\$1,980,421	\$504,128
LIFT/LOWER/CARRY OBJECT(S)	37	\$619,781	\$126,922
RECOVER FROM VOLUNT.BODY MOTION	31	\$1,123,468	\$164,367
RECOVERING FROM SLIP,LOSS BAL.	29	\$527,466	\$97,746
STRUCK BY FALL/SLIDE/MOVE OBJ.	29	\$462,132	\$67,626

Fiscal 2010-11: Top 10 Workers' Compensation Frequency County by Locations

ACCIDENT ADDRESS	COUNT	NO. of EMPLOYEES	RATE PER 100 EMPLOYEES
16350 FILBERT – Juvenile Hall	146	478	30.5
1605 EASTLAKE AVE. - Juvenile Hall	122	617	19.8
7285 E. QUILL DR. - Juvenile Hall	122	540	22.6
5300 W. AVENUE I - Camp	90	364	24.7
9150 E IMPERIAL HWY. -HQ	75	373	20.1
28700 N. BOUQUET CANYON RD. – Camp	33	59	55.9
1500 S MCDONELL - Camp	31	106	29.2
1900 N SYCAMORE - Camp	25	62	40.3
42230 LAKE HUGHES RD. - Camp	19	49	38.8
6631 N. STEPHEN RANCH RD. -	17	62	27.4

Task	Responsible Person	Due Date
1) Conduct quarterly audits of facility/office inspections for the following locations: <ul style="list-style-type: none"> • 16350 Filbert - Juvenile Hall • 1605 Eastlake Ave. – Juvenile Hall • 7285 E. Quill Drive. - Juvenile Hall 	Probation Safety Officer	September 2011 and on-going
2) Provide CEO-Risk Management Ergonomics Tips to all staff.	Probation Bureau Consultants	September 2011 and on-going
3) Provide Probation Safe Practices and Rules for your Safety policy to all staff.	Probation Bureau Consultants	September 2011 and on-going
4) Initiate accident investigations when there is a potential for staff injuries based on the receipt of e-mails alerts from Detention Services Bureau (DSB) and Residential Treatment Services Bureau (RTSB) by reviewing: <ol style="list-style-type: none"> 1. E-mail alerts of incidents 2. Preliminary Incident Reports (PINS) 3. Special Incident Reports (SIRS) 	Probation Loss Control and Prevention, Program Analyst	October 2011 and on-going
5) Initiate accident investigations by reviewing: <ol style="list-style-type: none"> 1. 5020s as soon as they arrive from the Third Party Administrator 2. Requesting a copy of the Employee's Report of Accident and the Supervisor's Investigative Report 	Probation Loss Control and Prevention, Program Analyst and Probation Safety Officer	Weekly and on-going
6) Initiate and implement Preventive Action Plans (PAP's) with various bureaus and operations management based on accident investigation findings.	Probation Risk Management Division	September 2011 and on-going
7) Develop and Implement an Ergonomics Program Policy.	Probation Safety Officer	September 30, 2011
8) Provide IIPP/Safety Orientation and Risk Reduction training to each bureau management staff.	Probation Risk Manager and Safety Officer	December 2011
9) Meet with CEO-LCP on a monthly basis to report progress.	Probation Risk Manager and CEO-LCP	On-going
10) Implement a quarterly Department Safety Meeting chaired by Upper Management with assistance from the department Risk Management Office.	Probation Designated Management and Risk Management Office (Participate by the CEO-LCP)	October 2011 and on-going