

Recommendations

We recommend that Item 198 of the Budget Bill be reduced from \$502,140 to \$500,186, a saving of \$1,954 representing the following:

Delete replacement of two automobiles -----	\$2,100
One 1941 Ford sedan, license number E52181, with total mileage estimated at 99,500 miles as of June 30, 1949. This car has had a motor <i>replacement</i> and should travel at least 100,000 miles.	
One 1938 Buick sedan, license number E7339 with total mileage indicated to be 88,500 as of June 30, 1949. More mileage should be expected.	
Delete one new dictating machine -----	\$354
This will allow two machines for six deputies in the Sacramento office. We suggest that, if needed, one dictating machine might be transferred from the Los Angeles office where there are six such machines for 12 men.	
Increase operating expenses -----	\$500
This amount to be allowed for repairs for the above automobiles.	
Net Reduction -----	\$1,954

Unbudgeted Surplus

Estimated unbudgeted surplus is scheduled to advance \$286,260 for a total of \$1,467,053 as of June 30, 1949. This represents an increase of 24.24 percent over the sum of \$1,180,793 estimated for July 1, 1948.

CALIFORNIA DISTRICTS SECURITIES COMMISSION

For Support of the California Districts Securities Commission from the General Fund

Item 199 of the Budget Bill and page 410 of the Budget. The amount requested is \$25,400 for support from the General Fund. This is an increase of \$1,311, or 5.44 percent, over total expenditures of \$24,089 in 1947-48.

The California Districts Securities Commission is charged with the direction and supervision of bond financing, construction of works and expenditures of bond proceeds of irrigation districts and other agricultural districts which apply to the commission for certification of bonds as legal investments for savings banks and trust funds.

Recommendation

We recommend that the amount requested be approved. The staff will remain at its present small complement. Proposed increases in expenditures are nominal and appear to be in line with increased operating costs.

DEPARTMENT OF JUSTICE

For Support of the Department of Justice from the General Fund

Item 200 of the Budget Bill and pages 411 to 417 of the Budget. The amount requested is \$1,616,924 for support from the General Fund. This is an increase of \$160,175 or 10.9 percent over expenditures of \$1,456,749 scheduled for support for 1947-48. This is exclusive of items comprising amounts for other current expenses totaling \$63,722, the subject of separate items of appropriation in the Budget Bill.

The amount budgeted for 1947-48 for support was \$1,463,382. This was supplemented by an additional \$196,096 from the Salary Increase Fund.

The total scheduled increase of \$163,958 in support expenditures for 1948-49 is made up of advances in salaries and wages of \$137,745 or 10.7 percent, operating expenses \$26,113 or 7.7 percent, and equipment \$2,600 or 3.1 percent. These increases as listed total \$166,458, but an increase of \$2,500 or 7.1 percent in reimbursements for teletype services to other agencies operates as an offset item to reduce the advance to a net of \$163,958.

The total increase of \$137,745 or 10.7 percent in salaries and wages is comprised of a normal increase of \$37,588 or 2.8 percent in salary and wage increments for positions now authorized plus \$80,268 to cover 29 proposed new positions including one reclassification at \$156. A decrease of \$19,889 in estimated salary savings operates as an added factor. The requested new positions will result in an increase in staffing from 346.5 man-years to 383.1 man-years, a gain of 36.6 man-years or 10.56 percent.

Operating expense advances, scheduled at \$26,113 or 7.7 percent appear generally in line when consideration is given to the fact that \$9,000 of this increase is attributable to increased rentals for teletype and tabulating machines. Increased allowances for travel and automobile operation are the remaining heaviest factors contributing to the increase. The agency should make every effort to realize material savings over the amounts budgeted for these items as they appear generous.

The new positions requested, with classification and salary, are indicated by function as follows:

<i>Position classification</i>	<i>Salary cost</i>
Division of General Administration	
Bureau of Accounts and Records:	
2 Intermediate account-clerk -----	\$4,320
1 Intermediate typist-clerk -----	2,160
2 Intermediate clerk -----	4,320
Bureau of General Information and Correspondence:	
2 Teletypewriter operator -----	4,800
4 Senior legal stenographer -----	10,560
Bureau of Statistics:	
1 Intermediate account clerk -----	2,160
1 Keypunch operator -----	2,160
Division of Civil Law:	
6 Deputy attorney general, grade 1 -----	19,296
Division of Criminal Identification and Investigation	
Bureau of Criminal Identification	
Fingerprint Section:	
1 Intermediate typist-clerk -----	2,160
Modus Operandi Section:	
1 Assistant supervising modus operandi technician -----	4,740
1 Senior modus operandi technician -----	4,092
4 Intermediate modus operandi technician -----	12,864
2 Junior identification technician -----	4,320
1 Intermediate file clerk -----	2,160
29 Totals -----	\$80,112

Recommendations

We recommend that Item 200 be reduced from \$1,616,924 to \$1,581,741, a reduction of \$35,183, consisting of the following:

Salaries and Wages—\$15,552 Reduction

1. We recommend deletion of one of the intermediate account clerks scheduled for the Bureau of Accounts and Records at a salary saving of \$2,160. These positions are requested on the basis of additional activities in connection with preparing suitable statistical and budgetary information to substantiate requests for funds and justify expenditures.

While we are appreciative of the fact that the department recognizes its deficiencies in this regard and while we further are in accord with the objectives and the need for such data, nevertheless, *we direct attention to the fact that the Bureau of Accounts and Records already has established 13 authorized positions in the clerical and accounting classes.*

When consideration is given to the size of the department, the amount of its Budget, the scope of its activities and the fact that it has also a statistical unit with 18 authorized positions the services of which can contribute materially if properly utilized, the need for any additional positions for the requirements indicated is dubious.

However in view of the fact that past experience leaves room for substantial improvements in the type and scope of data to be supplied for budget purposes, we recommend that only one of the two proposed positions requested be allowed and the other deleted. The additional position plus some adjustments within the department on the matter of setting up proper controls to accumulate and evaluate the right type of budgetary data and the full utilization of the services of statistical unit should permit material improvement in supplying adequate justifications for budget trends.

2. We concur, with reservations, in the request for one intermediate account clerk in the statistical unit in connection with records and case reporting from juvenile county probation departments.

Our reservation is predicated upon the fact that this activity has been in a practically dormant state for some considerable time and in view of this fact, unless the reporting can be effectively brought to a 100 percent basis and some justifiable result obtained from the data, this position and the function should be carefully reviewed in the next fiscal period with the thought in mind of their elimination.

3. We recommend deletion of two proposed new positions of intermediate clerks at a salary saving of \$4,320. *These position requests are predicated upon the desire to expedite preparation of pay rolls, to insure more prompt payment of personnel.*

In this connection, we desire to point out that this problem is one of several in connection with pay roll procedures generally that is being reviewed by the Joint Pay Roll Committee. Their report is due for release in the near future and plans are under way to systematize pay roll procedures to the extent that this and other problems will be eliminated or materially reduced together with resultant savings to the State. It is therefore desirable that no additional positions be created to perform the functions indicated until the plans of the committee have been applied to the needs of the pay roll function in this department. *In the interim we suggest the department carefully review its pay roll procedures to effect some streamlining of operations wherever possible, inasmuch as the number of man-hours devoted to this function are somewhat in excess of those of other agencies comparable in size.* A further

addition of personnel at this time would obviously only accentuate the unfavorable aspects of this comparison.

4. We recommend the deletion of one senior legal stenographer position effecting a salary saving of \$2,640. This reduction is predicated upon the reduction of proposed new deputy attorney general positions from six to four as follows in Item 5.

5. We recommend the deletion of two of the proposed new deputy attorney general positions to effect a salary saving of \$6,432. This would provide the agency with four new such positions which represent an advance of 8.75 percent in legal staff.

A general review of the data submitted by the agency to support these additional positions indicates that it is lacking in factual material directly related to analysis on an individual workload basis. General trends are shown which indicate an increased tempo of potential workload but no relationship is shown by way of establishing the production activity on an individual basis to support a request for any specific number of positions. Our close appraisal of the factors submitted leads to the recommendation that four such positions be allowed at this time, based upon the following conclusions:

(a) We feel that the matter of expediting the rendition of opinions in order to cut down the elapsed time required for this service merits the attention of two deputies.

(b) Additional activity in connection with expansion of state agencies, plus added workload in behalf of property acquisitions, and the building program generally, warrants one additional deputy.

(c) As an offset to eliminate presently recorded overtime plus the fact that some overtime is now performed on a nonrecorded basis, we have allowed one additional deputy, thus bringing the total new deputy positions allowed to four.

Equipment—\$16,631 Reduction

1. The sum of \$3,000 should be deleted from the request for \$4,500 to cover purchase of electromatic typewriters to replace standard type machines as part of the general conversion being effected to this type of equipment. No justification is shown by the agency as to the amounts being expended for repairs for the present equipment to substantiate the need for its replacement. The present machines are merely indicated to be of the 1936-39 vintage. This in itself is no justification for replacement.

Further, in view of the fact that the agency indicates that it intends to use some of the machines sought to be replaced as equipment for some of its new positions being requested, it thus appears that the equipment is still serviceable. We therefore recommend that the amount of \$4,500 requested be reduced to \$1,500 which will allow funds for replacement of five machines, provided such five machines so selected are justified to the Department of Finance on the basis of repairs and service costs expended on them during the past fiscal year. This will effect a saving of \$3,000.

2. The sum of \$490 should be deleted to cover the cost of additional equipment proposed for one of the four additional legal stenographer positions which we recommended be deleted as per paragraph 4, under salaries and wages above.

3. The sum of \$10,000 requested for an intercommunications system should be deleted. The amount requested is an arbitrary one and is not supported by any detailed study or survey of the requirements of the department, the proposed cost of such requirements or any analysis of the necessity for the expenditure of such a sizeable sum for the purpose indicated. The department at present has an intercommunicating system that apparently can be overhauled. We fail to see the need for the system in the first instance since all major personnel are available by regular interdepartmental telephones. This added equipment would be merely an added convenience and direct savings resulting from its use are difficult to evaluate or substantiate.

4. The sum of \$2,625 should be deleted covering the acquisition of two automobiles, one a replacement for a Chrysler E-1872, with only 85,000 miles on it and the other for a new additional car for pool car use by the Bureau of Statistics. Each of these uses indicates a minimum amount of mileage will be given to the vehicles. Therefore we suggest the use of confiscated cars for the purposes intended.

5. The sum of \$516 should be deleted to cover the cost of added office equipment requested to cover two additional deputy positions which we recommend be deferred as per paragraph 5 under salaries and wages above.

6. We direct attention to the fact that the sum of \$3,000 is requested for additional library equipment in the Division of Civil Law on page 413 of the Budget. This sum is part of the total request of \$10,500 indicated.

The necessity of this purchase is predicted upon the fact that the offices for attorneys engaged in unemployment insurance work are situated in another building which does not make the regular library facilities already established available to them and thus necessitates a duplication of equipment. Prior to being assigned to the Department of Justice this work was performed in connection with facilities already existing in the Department of Employment. Now the particular function is neither housed in Employment or Justice.

Such moves are costly and raise a question as to their contribution toward real efficiency as exemplified by the above situation. This item should be deleted.

7. We recommend that the Department of Justice take steps to set up records relating to a proper recordation of workload data for all of its divisions in order that such factual information may be submitted on a detailed basis to support past budget expenditures as well as future budget requests.

8. The department should also be realistic in affixing or determining charges for its services to other state agencies. We understand that many of these pro rata charges are more or less arbitrary and do not necessarily reflect the actual extent of the services rendered to the agency paying the pro rata charge.

Since the agency is charged with being the legal advisor for all state departments, charges for these services should be realistically apportioned among all agencies actually serviced, and not limited to special fund agencies only. This would afford one basis for evaluating the staff requirements for legal talent for the department and would

further eliminate the discrimination now existing in various departmental budgets by virtue of the fact that legal services are shown as charges if it is a special fund agency and no charges are shown in general fund agency budgets.

For Additional Support of the Department of Justice Payable from the Motor Vehicle Fund

Item 201 of the Budget Bill and page 411 of the Budget. The amount requested is \$35,000 for support from the Motor Vehicle Fund. This is the same amount that was appropriated last year.

We recommend approval of the amount as submitted.

For Fees to Special Counsel Employed Pursuant to Section 12520 of the Government Code, Department of Justice

Item 202 of the Budget Bill and page 416 of the Budget. The amount requested is \$2,500. This is the same amount as was requested last year.

We recommend approval of Item 202 as requested.

For Litigation and Legal Services in Connection with the Activities of the Colorado River Board, Department of Justice

Item 203 of the Budget Bill and page 416 of the Budget. The amount requested is \$38,452. This is \$10,952 over the amount requested for 1947-48. The increase is primarily due to an advance of \$8,368 for salaries and wages for legal services, plus approximately a \$2,600 increase in travel.

We recommend approval of Item 203 in the amount of \$38,452 as requested.

For Reorganization of Index Files in the Bureau of Criminal Identification, Department of Justice

Item 204 of the Budget Bill and page 416 of the Budget. The amount requested is \$22,770. This sum represents a reappropriation out of the amount of \$61,000 appropriated last year for the same purpose.

We recommend approval of Item 204 in the amount of \$22,770 as requested.

DEPARTMENT OF MENTAL HYGIENE—DEPARTMENTAL ADMINISTRATION

For Support of the Department of Mental Hygiene from the General Fund

Item 205 of the Budget Bill and pages 419 to 422, inclusive, of the Budget. The amount requested is \$895,263.

The amount required for departmental administration in large part depends upon the budget which is recommended for the mental hospitals and mental homes. Approval of the amounts requested for the latter will necessitate increased work for the accounting staff and personnel office of the department.