



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

OLYMPIA

DIXY LEE RAY  
GOVERNOR

February 15, 1977

EAM 77-1

SUBJECT: Organization of Immediate Office of Governor Ray

The purpose of this memorandum is to describe the organization and staffing of the immediate office of the Governor. In general, the organization follows the proposed organization plan approved by the Governor during the transition period. The key purposes of the organization plan for the Governor's office are stated in Attachment A.

The staff assignments of members of the Governor's immediate office are listed in Attachment B. A summary description of the responsibilities of the various staff members is contained in Attachment C.

This memorandum is to be followed by a series of memoranda that will elaborate upon the functioning of various elements of the Governor's office; for example: Control of Correspondence, Handling of Constituent Affairs, and the like.

Paul C. Bender  
Executive Assistant

PCB:1a

3 Attachments a/s

PERSONNEL IN THE OFFICE OF  
GOVERNOR DIXY LEE RAY

Governor	Dixy Lee Ray
Personal Secretary	Claire F. Jones
Appointment Secretary	Linda Broderick
Senior Receptionist	Pat Gentry
Receptionist	Vacant
Executive Assistant	Paul C. Bender
Administrative Aide	Brenda Wiechmann
Counselor to the Governor	Louis R. Guzzo
Administrative Aide	Anna Peterson
Press Secretary	Duayne Trecker
Administrative Aide	Tammy Hudson
Legislative Assistant	Joe Zaspel
Administrative Aide	Mary Lou Writer
Legal Counsel	Vacant
Administrative Aide	Vacant
Assistant for Federal/State Coordination	Jason King
Resource Management Assistant	Warren B. Christenson
Assistant for Education	Glen M. Rose
Assistant for Constituent Affairs	Janet Smith
Correspondence Assistant	Jennifer Belcher
Assistant for the DSHS Ad Hoc Panel	Martha A. Darling
Administrative Aide	Joe Olsen
Administrative Aide	Bonnie Ross
Administrative Aide	Cherry Bowen
Legal Intern	John Taggert
Legal Intern	Gini Wingard
Permanent	24
Temporary	<u>2</u>
Total	26

CORRESPONDENCE AND RECORDS OFFICE

Office of the Chief

Chief and Editorial Assistant

Betty Loomis

Automated Services Unit

Editorial Assistant and Unit Chief

Dee Griffin

Machine Operator

Pam Bridenback

Machine Operator

Lynn Anderson

Mail and Records Unit

Chief Clerk

Sylvia Green

Supply Clerk/Messenger

Sue Ortivez

6 Permanent

SPECIAL SERVICES UNIT

Chief

Travis Bell

Assistant

Larry Hart

Assistant

William Keller