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INTRODUCING...

by Oriana Maghoney

Introducing the First San Joaquin County Incumbent Apprenticeship Program Participants!

In September of this year, San Joaquin County Human Resources and our Staff Development SJC Engage program announced an amazing professional development opportunity that would allow two current San Joaquin County employees a chance to advance their career within the County by returning to school to earn a certificate to prepare themselves for a new career in Information Systems. During this three-year program, participants will be able to work and apply their newly learned skills as an apprentice in ISD.

There was an amazing pool of candidates that made the selection process very difficult. The applicants were a testament to the many talented, hardworking, and dedicated staff that we have here in San Joaquin County. We started out looking to bring on two participants to the program. When the panel got down to our final three candidates, it was too difficult to choose which of the three we should move forward. Since the competition was so fierce, Staff Development "engaged" Chris Cruz, Information Systems Director, to see if he would be willing to support a third participant. It took zero convincing as he was sold on the idea before an explanation of the why was ever stated. Thanks to the partnership from ISD Leadership, HR Staff Development ended up selecting three candidates!

On November 14, 2019, the candidates accepted the opportunity and we are pleased to introduce them here!

We wish each of the participants only the best as they embark on this next phase of their career. The goal of the program is to offer these cohorts the opportunity to work closely with one another and support each other's success.

Heavy investment has been made from ISD, the Board of Supervisors, San Joaquin County WorkNet staff, Human Resources, San Joaquin Delta College, and State of California Division of Apprenticeship Standards.

And, here is some more good news! We are currently working to expand this program into other careers within the County – so, watch for announcements in the coming months! Who knows, you may be the next San Joaquin County Incumbent Apprentice!

So without further ado, we would like to introduce you to...

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ONLINE HOLIDAY SHOPPING

Every year more of us are shopping online to save time *(and money!)*

Here are a few tips:

- Shop from reputable *(known)* websites
- Check for website security *(the small lock icon in the URL bar lets you know that your connection to the website is encrypted).*
- Pay with a credit card for best liability protection. Most credit cards offer \$0 liability for fraudulent purchases.
- Most DEBIT cards are capped at \$50 for fraudulent charges - IF reported within 2 business days.
- Check your statements.
- Keep your receipts, order confirmation numbers, and postal tracking numbers in a safe place for easy reference.
- Create strong, complex passwords to protect your account.
- Avoid public Wi-Fi when shopping online *(or even when logging into an account).*

INTRODUCING... *(Continued from Page 2)*



Allison Thomason, *Information Systems Division*

Allison is employed with San Joaquin County as an Accounting Technician I. She was previously employed with Alaska Airlines as a flight attendant. She has a great love for animals and worked many years in the veterinarian industry as a receptionist/manager. She attended Delta College with a focus on business after high school graduation. Allison stays very busy taking care of her two boys Mason and Gunner (ages 14 and 9), her husband Justin of 17 years, two sphynx cats Loki and Rhino, and also enjoys spending time with her extended family. Her favorite past time is curling up on the couch with a good book and coffee. Allison's reading is diverse and covers a wide spectrum of subjects. Allison is extremely thankful for this apprenticeship program opportunity to expand her skills and ability. This will enable her to fulfill a lifelong dream of going back to school and working towards becoming an Information Systems Specialist in her career with San Joaquin County.



Jessica Gomez, *Office of the County Council*

Jessica Gomez is a San Joaquin County native born in Stockton. At the age of 7, she moved from Stockton to Linden Ca. Jessica returned to Stockton at the age of 20, when she moved back to Stockton where she became a homeowner. She currently lives there with her two dogs Winston and Darla. She currently spends her down time reading and traveling with friends and family. She is thrilled to have been accepted in the Incumbent Apprenticeship Program. She is looking forward to growing both professionally and personally. Jessica admits that going back to school is a little frightening, but she is looking forward to the challenge. Her goal is to finish the program with top grades and further expand on her knowledge to advance here career within San Joaquin County.



Marice Taylor, *Registrar of Voters*

Where to begin? My name is Marice Taylor and I am truly excited for the opportunity to participate in the Incumbent Apprenticeship Program. Computers have always been an untapped passion of mine and having the chance to study to become an Information Systems Specialist is a dream come true. It's going to be an exciting and at the same time challenging experience and I look forward to rising to that challenge. I'm a veteran of the United States Army, a former college football player, and Youth football coach, so I know all about meeting challenges head on and succeeding by using hard work and perseverance. I'm married with two children in college, one son in high school, one daughter in middle school, and a four year old grand-daughter that keeps her "Paw Paw" on his toes. When I am not balancing work and family, I can usually be found playing video games, reading the latest Star Wars or Star Trek books or watching whatever sporting event I can find on television. I'd like to thank everyone involved in selecting me for this chance of a lifetime and I am ready to get to work!

DID YOU GET HOOKED?

by ISD Staff Writer

San Joaquin County is implementing a new Security Awareness Training program to ensure that we provide the best training and education to our County employees. Part of this program allows us to conduct phishing campaigns to determine how we respond to simulations of actual attacks on our systems and identifies ways we can improve our response with training and information.

In Q3 of 2019, San Joaquin County conducted its first countywide phishing campaign. All employees with an email account received a phishing email so that we could determine how all of us would respond to an actual phishing attack.

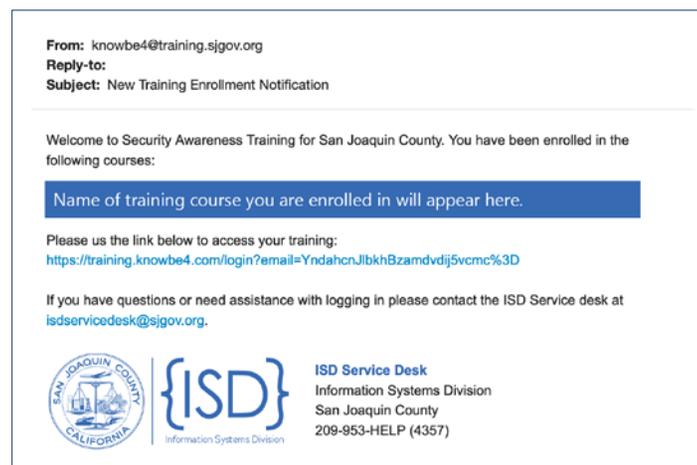
So, first - the good news. Overall? We did pretty well, the majority of us identified the phishing attack and simply deleted it from our inbox; or reported it to our local support staff to investigate further.

However, there were a few who “took the bait”. This means that some opened the email, some opened the attachment that came with the email (*and saw a bright orange screen indicated this was a San Joaquin County phishing campaign*), and some of us replied to the phishing email (*which would let an actual attacker know that they now had a valid email address to work with.*)

In the constant barrage of cyber-attacks on business today, our greatest asset in the protection of our resources is YOU! You are our “human firewall” that protects our network and data.

Beginning in December 2019, all County Employees will receive an email confirming their enrollment in the new Security Awareness Training Course that will look very similar to the example shown. This is a required training for all County employees and will now be mandatory on an annual basis.

Periodically, we will send short supplemental courses (*4-15 minute in length*) to reinforce training and provide opportunities to interactively learn more about information security and protecting the County.



QUESTION

I plan to use my new smart phone this year to take holiday pictures, what does the HDR setting do?

ANSWER

HDR, or High Dynamic Range, is now a staple feature for smartphone camera apps. Simply put, it brings detail out of the darkest and lightest parts of your picture and creates a better balance of colors overall. The downside is that in HDR mode photos take a little longer to process while your smartphone works all this out.

It is particularly suitable for landscapes and portrait shots, especially when there is a wide range between the darkest and lightest parts of your photo. As it takes a few milliseconds longer to take a snap though, you should avoid using it on fast-moving subjects or when you can't keep your phone steady.

And, as you get ready to take those holiday photos this year, do not forget to keep those camera lenses clean for the best pictures! From time to time clean the lens of your camera using a soft cloth.

Keep sending in those questions!



TRIMMING DOWN THOSE PDF'S

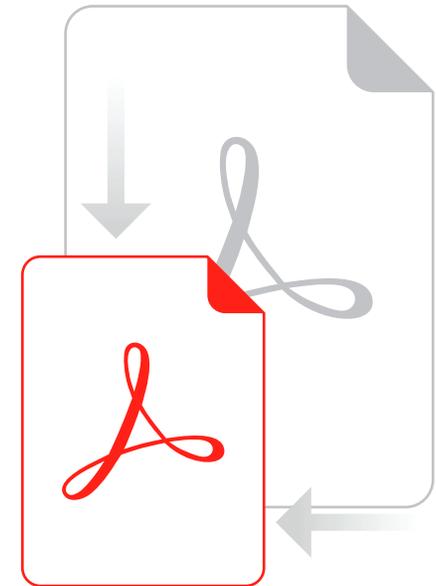
by Alex Chetley

Embedded pictures in documents and PDFs can be troublesome if handled incorrectly. Adding a few pictures into a Word document can cause the file size to balloon. If you are not careful, you will find yourself saying "That escalated quickly!"

Nowadays, pictures taken from cell phones can be quite large. If your goal is to ultimately email the document as a PDF, make sure you use the Adobe Acrobat feature "reduce file size".

Emailing or viewing large files in PDF may not be a problem in the office, but mobile devices that are not on a speedy Wi-Fi network can get bogged down with large files.

With this simple tip, you can greatly reduce the file size and your recipients will be grateful.



WE WANT YOUR TIPS AND QUESTIONS!

Have a tip on how to work more quickly or efficiently with your computer or computer applications? Send it to us (shortcircuits@sjgov.org)

Do you have a question or are you looking for a solution to a software application problem? Send those questions to us and we will get you the answers you need!

DECEMBER 2019

HOLIDAY GIFT IDEAS

This season try some of these Earth-friendly tips:

- *Make a little less food; save both your waistline and your wallet.*
- *Swap old incandescent holiday lights for energy-efficient LED lights.*
- *Use rechargeable batteries instead of alkaline batteries.*

Avoid Giving "Stuff", Instead:

- *Give the gift of time: give a coupon to make dinner for a loved one, help with gardening, or small home repairs.*
- *Give the gift of an activity: a hiking trip, picnic, massage, or movie.*
- *Give the gift of culture: buy tickets to a concert, musical, or play.*

FOR MORE INFORMATION, PLEASE VISIT:
WWW.SJCRECYCLE.ORG OR CALL (209) 468-3066

HOLIDAY TREE RECYCLING

(Please Remove All Objects From Your Tree, Including Stands and Tinsel.)

LATHROP

Curbside tree collection will take place January 6th through January 17th on regular collection days. Trees taller than six feet must be cut in half. Flammable and flocked trees will be collected but will not be recycled. These trees should be placed on the curb next to the garbage cart.

ESCALON

The Escalon Fire District will collect discarded trees on January 4th. Please call 209-838-7500 for more information. Trees can also be cut into sections and placed in green waste carts as long as the lid can fully close.

TRACY

Trees are picked up curbside December 26th through January 10th on your regular collection day. Trees longer than six feet must be cut in half for collection.

RIPON

Trees may be placed in the street near the curb for collection through January 31st. Trees longer than four feet must be cut in half for collection.

STOCKTON

Between December 30th and January 17th on your regular collection day, residents may place trees next to carts for collection. Trees longer than six feet must be cut in half for collection.

LODI

The Lodi Boy Scouts will collect trees for recycling on Saturday, January 4th. Place trees at the curb by 6 a.m. Monetary donations for their annual fundraiser are appreciated. Trees can also be cut into sections and placed in green waste carts as long as the lid can fully close.

MANTECA

Trees will be collected by the City of Manteca from December 30th through January 17th. Place trees curbside on your normal trash collection day by 5 a.m.

COUNTY

Residents and businesses of the County and its cities may drop off holiday trees for free at the North County Recycling Center and Lovelace Transfer Station. This free service promotion will run from December 26th through January 17th.

