



NEWSLETTER #004

AUGUST 1980

PRESIDENT'S MESSAGE

During the past year, WRIPAC has rapidly evolved from the embryonic stage through adolescence. This period was primarily spent becoming a viable organization generating the beginnings of significant contributions. However, the pains of adolescence were also felt. These pains were caused by the insecurity of funding, too many projects and popularity. Hopefully, the latter cause will not subside. It was a challenge to serve as WRIPAC's first President during this critical year. Thank you for a very enjoyable opportunity to grow. The most enjoyable aspect was that of working with you--a dedicated competent group of professionals committed to excellence.

Contemplating the future of WRIPAC, my thoughts are primarily filled with high hopes coupled with some realistic concerns--which prompt me to share the following suggestions:

WRIPAC needs more effective vehicle to share products and participate in the projects of other regional consortia. Why duplicate what has already been accomplished? Why not share the man-power? Why not fully share each other's products?

One of WRIPAC's main objectives is to provide technical assistance to agencies throughout the region. To accomplish this, we should canvass the region and determine its needs and its resources. Talented testing technicians in the region with demonstrated knowledge and experience in areas related to many of our projects should be invited to work with us. Because we are a cohesive group that works exceptionally well as a team, there is a danger that we may inadvertently opt for isolation--that will neither provide the truly needed services nor take advantage of the expertise available to us.

WRIPAC's activities are primarily project-based within committees. Some of these projects have become major in scope. Committees need to seriously consider if portions of these projects could not be more effectively undertaken by developing grant proposals for staff, printing costs, clerical assistance, etc., rather than completely undertaking them with our limited time and resources.

Finally, the need to actively support one another in communicating the 'state of the art' and the benefits of practicing it in non-technical terms, to our commissioners, management and legislators is sorely needed. It is devastating to hear a technician express an inability to implement a very basic procedure or practice because of an obsolete or nonsensical rule, law, policy or directive.

There is no question that next year's officers are outstanding. We are indeed fortunate to have them. Our President, Roger Carey, is one of the hardest working, dynamic professionals in the region and he is totally committed to WRIPAC. On behalf of us all, I offer him our complete support.

Anita Ford

Terry McKinney has been very busy recently. Let's see if we can catch up with him.

Dear Jan:

Approximately six months ago, I contacted you in regards to material on selection (hiring) interviews. Enclosed is a copy of our final product.

To those who provided us with material, we extend our most sincere thanks. I am sure that many of you will recognize the influence of the material that you provided.

Just as we were able to obtain many excellent ideas from others, we hope that our efforts will be helpful to others.

(Terry, How 'bout a few extra copies for the August meeting?)

and

The following is a report on the activities of the Test Exchange/Cosmic Search Committee:

Prior to the May meeting, the membership approved the final wording of the WRIPAC Test Use and Security Agreement. Implementation of this agreement will facilitate the sharing of test material among participating agencies.

Materials concerning implementation has been sent to interested members and associate members. As of late June, approved agreements have been received from seven agencies. A listing of participating agencies will be available at the August meeting.

The Committee has prepared a questionnaire dealing with the issue of the search for "suitable alternative selection procedures" as required by the Uniform Guidelines (1978). The purpose of this survey is to identify and describe the current "state of the art." The Committee intends to survey all WRIPAC agencies and a sample of IPMAAC members. The final survey is scheduled to be send out in late July.

Some kind words from Angie Bifano that arrived too late for the last Newsletter.

"Just a note to let you know the WRIPAC Newsletter article (March) about 'freebees' was helpful to our jurisdiction. It mentioned Anita Ford had some sets of Braille materials for blind applicants which discussed how to take tests as well as how to interview. She provided copies of both sets to us and I was able to make the following use of them:

Loaned to a blind applicant for Communications Dispatcher prior to a written and performance test.

Loaned to a current employee in the Probation Department who has applied for a promotional exam.

Currently on loan to a blind applicant who is an experienced Medical Transcriber and will soon be interviewed for the position.

To be loaned to the manager of the employee cafeteria who is blind.

In addition, I have obtained a great deal of help with respect to exchanging test material from several WRIPAC jurisdictions. Since I started out with very little when I came to Santa Barbara, the help was greatly appreciated."

and a note that arrived just in time:

Our female firefighter passed her academy and finished 2/13.

SELECTIVE SERVICES SUPERVISOR (PERSONNEL MANAGER I) State of Arizona. Salary \$21,078-\$28,644. Serves as working supervisor for Selection Services Unit. Requires four years professional personnel experience with minimum one year of specialization in employment test development/construction and reliability/validity studies. Relevant masters degree and extensive specialized experience preferred.

SELECTION SPECIALIST (PERSONNEL ANALYST III) State of Arizona. Salary \$19,527-\$25,673. Develops and implements a variety of evaluation and selection tools for many diverse classifications. Requires three years experience in employment test development/construction and reliability/validity study experience. Development of personnel information tracking systems preferred.

For both these jobs, send resume to J. McKinney, Arizona State Personnel Division, 1831 West Jefferson, Phoenix, AZ 85007.

PERSONNEL ANALYST III (TEST RESEARCH) County of Los Angeles. Salary \$2,047-\$2,548. Requires four years' experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, two years of which must have been working full time in the development, validation and assessment of employment, educational or psychological tests --or-- A master's degree with concentration in industrial, educational or research psychology or psychological measurement or a closely related field and two years' experience in a staff capacity doing full-time development, validation and assessment of employment, education or psychological tests--or--completion of the course requirements for a Ph.D. with concentration in the above fields and one year of experience in the above work. Additional information available from the Department of Personnel, Administrative Services Division, Room 585, Hall of Administration, 222 North Grand Avenue, Los Angeles, CA 90012.

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Minutes
May 1980

The fourth meeting of WRIPAC was held on May 8, and 9, 1980 in Sacramento, California. All member jurisdictions and individual members were present. Thirteen guests were also present.

Roundtable

The meeting began with a roundtable discussion where members and guests share information about newsworthy or interesting issues in their agencies. Among the issues/items mentioned was the following:

- Angie Bifano, Santa Barbara County, announced that they hired their first woman firefighter.
- Phil Carlin, City of Tucson, noted that they will have two women in their next firefighter academy class.
- John DeSoto, City/County San Francisco, indicated that they are investigating the use of a personality test for bus drivers.
- Jim Robbins, City of Oakland, reported that they were sued on a variety of issues related to their recent entry firefighter exam. The City won on all counts; the plaintiffs have dropped the case.
- Jennifer French, San Bernardino County, indicated that they will begin using biodata information for clerical selection.
- Tom Duncan, Alameda County, shared information about a study they are conducting regarding turnover rates in relation to college education for Eligibility Workers. They are exploring ways to utilize the results in their selection process.
- Steve Boles, San Mateo County, reported that they are involved in three court cases related to their last Deputy Sheriff exam covering citizenship, medical standards, and background check.
- Cecelia Mager, State of Nevada, indicated that they are exploring the possibility of developing a consortium for the purpose of exam validation.
- Russ Strausbaugh, City of San Jose, noted that they have dropped their veterans' points.

Proposed EEOC Maximum Age Limit Requirements

EEOC has issued notice that they would like to obtain comments and information relating to the question of whether maximum hiring and minimum mandatory retirement ages should be established for line law enforcement officers and firefighters. John DeSoto, City/County of San Francisco, was asked to head up an ad hoc committee to study this issue.

Election of Officers

Results of the balloting for next years officers were announced as follows:

President: Roger Carey, Solano County
Vice President: Kaye Evleth, City of Los Angeles
Secretary: Karen Coffee, Cooperative Personnel Services

The membership presented Anita Ford (Los Angeles Unified School District), outgoing president, with a plaque as an expression of appreciation for successfully leading WRIPAC through its first year of existence.

FEHC Regulations

Prior to final issuance, the FEHC Regulations were revised somewhat, however, there are still some issues which remain unresolved to the satisfaction of the WRIPAC members. Rich Joines, HEW, will head up an ad hoc committee to develop a list of continuing concerns which will be transmitted to CPAC for inclusion in their response.

Special Presentations

Neal Grossen, President, Research Consulting Corporation, gave a luncheon presentation on what to consider when purchasing a micro, mini, or mainframe computer. The information he presented will be very useful to the membership, many of whom are currently looking into the purchase of data processing equipment. We are grateful to Neal for sharing this information with us.

May Lou Bean, Santa Cruz County, coordinated a structured sharing of Assessment Center experiences and practices. Participating in the discussion were:

Tom Young, Contra Costa County
Dick Allen, City of Concord
Dennis Joiner, Cooperative Personnel Services
John Klinefelter, Selection Consulting Center
Roger Carey, Solano County

Everyone agreed the session was most informative. WRIPAC is appreciative of Mary Lou's skilled efforts in coordinating the presentation of information. May Lou will prepare a brief summary of the discussion which will appear in the Newsletter.

Diane Wilson, OPM, gave a short presentation on the IPA grant process including both discretionary and formula funding. She indicated that project objectives should be concrete and focus on completed products. Additionally, IPA is interested in the cost benefit ratio of projects. Her comments were appreciated and helped the group to develop a better understanding of a complex process.

Next Year's Administrative Grant

We have been informed by IPA that they do not feel it is appropriate to fund WRIPAC through discretionary monies, and they would prefer that the three states involved seek formula funding. Because the grant cycles are different, formula funding does not begin until January. IPA has agreed to provide \$4500 for the operation of WRIPAC during the interim period.

Members expressed concern over this unexpected turn of events. The group expressed interest in continuing to seek discretionary funds as the most appropriate resource for a multi state effort; however, each state will also pursue formula funding.

Other Grant Proposals

Carol Morris, City of Los Angeles, discussed an IPA grant proposal entitled "Intergovernmental Assessment Center Programs" which they are submitting. The project will provide for the creation of a central loan library of training materials and assessment exercises. It will also include the development of a cadre of trained assessors who will be available to participate in centers on a regular basis. The City is soliciting the participation and support of additional agencies. Anyone who is interested should contact Carol.

Ted Darany, San Bernardino County, presented a revised draft of the Item Bank Proposal and discussed the changes which had been incorporated as a result of previous comments. A few unanswered questions remain; however, these will be considered and resolved as a part of the project. A motion was made to submit the proposal as a WRIPAC project for formula funding. The motion carried. Ted indicated that jurisdictions should begin to generate letters of commitment (not just support) which should include a description of each agency's probable in-kind contribution.

Associate Memberships

A unanimous vote of the group granted Associate Membership status to two agencies.

Mary Lou Bean, Santa Cruz County
Dick Allen, City of Concord

Other jurisdictions who wish to become Associate Members should contact Kaye Evleth, City of Los Angeles, who heads the Membership Committee. The committee will also make recommendations concerning the three vacancies which currently exist in the Full Membership.

In-Kind Contributions

John Klinefelter, Selection Consulting Center, encouraged everyone to submit both their reimbursable and in-kind statements as they are necessary to complete our financial statement for this grant.

Future Meetings

Members and interested persons are reminded that our meeting schedule is as follows:

August 21, 22 - San Diego
November 13, 14 - Phoenix
February (no dates) - Kellogg West
May - to be decided

Committees

All committees met during the two days and presented a brief synopsis of the status of their activities to the group. Each committee was asked to prepare a brief description of recent accomplishments and a complete listing of the involved members and chairpersons for the newsletter.

Miscellaneous

Kaye Evleth, City of Los Angeles, and Karen Coffee, Cooperative Personnel Services, were designated as WRIPAC's representatives to the forthcoming IPMAAC conference in Boston.

WRIPAC MEETING
TOWN AND COUNTRY HOTEL
SAN DIEGO, CA

AGENDA

August 21, 1980 (Thursday)

9:30 - 10:50 A.M. - Introductions and Roundtable

10:50 - 11:00 A.M. - Break

11:00 - 12:00 - FEHC Representative, Marjorie Cox, Commission Counsel

12:00 - 1:00 P.M. - Lunch

1:00 - 2:30 P.M. - Training Your Own Staff - Panel

2:30 - 2:45 P.M. - Break

2:45 - 5:30 P.M. - Committee Meetings

August 22, 1980 (Friday)

8:30 - 9:30 A.M. - Discussion of Grant Proposal

9:30 - 10:00 A.M. - Discussion of meeting sites

10:00 - 10:15 A.M. - EEOC Age Requirement Committee Report

10:15 - 10:30 A.M. - Break

10:30 - 12:00 - Committee Meetings

12:00 - 1:00 P.M. - Lunch

1:00 - 3:00 P.M. - Committee Meetings

3:00 - 4:00 P.M. - Committee Reports

Personnel Changes...

Angie Bifano has accepted a position with SMUD.

Dick Neufeld, formerly with LA Unified School District, has accepted a position with Santa Barbara County.