

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

WRIPAC

NEWSLETTER #006

JANUARY 1981

PRESIDENT'S MESSAGE

For those of you who were unable to attend the meeting in Phoenix there are a number of news items to report. And for those who were there I may also have some news. I have it on good authority, reliable sources, oh well, Karen tells me, that the claims for the August meeting are being processed. With any luck you might get the money before Christmas.

For those who have not already heard, we did receive the administrative grant from the States of California, Nevada and Arizona. The grant is for a one year period which began on November 12, 1980. Therefore, our meeting in Phoenix was covered. I want to thank the State and Federal IPA Staff for their cooperation in speeding this through the system. The State of California through Marty Cromwell and the State Personnel Board has agreed to act as the recipient of this grant. Let us hope they are not contemplating bankruptcy in the next year.

Since we have been told that we will not be funded next year, we must come up with alternative methods of funding. Karen, Kaye and Anita have come up with possibilities which were briefly discussed at the last meeting. They have asked members to rank them in terms of desirability as far as their jurisdiction is concerned. They will then report the outcome and make recommendations at the next meeting for adoption by the group.

While we did get the grant, it was reduced by about \$10,000 from what we requested. The Town and Country has not been paid for the last meeting and they raised our rates from \$30/nite to \$40/nite, and more people applied for reimbursement than was anticipated, consequently we have changed the meeting sites again. They are:

February 5 & 6	Sacramento
May 14 & 15	Denver
August 20 & 21	Los Angeles

as in the past, it is necessary that your agency fund one meeting and you must attend it in order for it to count as your agency's contribution. If your agency can fund more than one meeting it would be much appreciated.

We have him! Robert Ebel is scheduled for an all day (9 a.m. - 4 p.m.) training session on February 4, 1981 before the next WRIPAC meeting in Sacramento. This will be an Advanced Workshop on Test Construction and provide a rare opportunity to receive training from a real expert in the field. Notices are being sent to people on our mailing list announcing the program and allow them priority consideration on enrollment. The cost will only be \$50/person which is very reasonable for a program of this caliber.

In an effort to expand our activities and projects, better utilize the expertise of our members, and tap members' interests, I would like to experiment with our committee structure somewhat. At the present time we have a few people doing most of the work. More people need to become actively involved. Rather than make all people participate in a very few committees which are somewhat unmanageable due to their size and changing membership, I would like to develop smaller groups based on common current problems which can be worked on under the auspices of WRIPAC.

The products of these groups would be shared by all members. You will be solicited for topics of interest and projects you would be interested in doing; not just sharing in the results.

To illustrate this concept, if 5 or 6 jurisdictions are interested in developing a validated examination for an entry level Administrative Analyst position, they might work together to accomplish it. (Alone, one jurisdiction might not have the resources or sufficient sample size to do a criterion study). Others might be interested in validating biodata for clerical selection. The products of these projects would then be shared with the entire organization.

I would also like to expand the roundtable, but, in a meaningful fashion. I do not think more time spent on items of local interest would be productive. I do believe more time spent sharing products would be useful. For example, if you have developed a new performance evaluation system, selection system, test, training program, etc., others might like to see and have copies of it as well as have it explained. I believe the fact that you are having problems recruiting a particular classification is not as valuable as how you solved the problem or what assistance you want from other members. Please plan for the roundtable, do not simply think about it on the trip down or just prior to your return.

I wish you all a very happy holiday season and look forward to seeing you in Sacramento.

Roger Carey

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Minutes
November 13, 14, 1980
Phoenix

The sixth meeting of WRIPAC was held in Phoenix, Arizona on November 13, and 14, 1980. Twelve jurisdictional members, one associate member, and approximately fifteen guests were in attendance. Not present were the following jurisdictional members: State of Nevada, Clark County, State of California, Alameda County, CODESP, Contra Costa County, Los Angeles Unified School District, City of San Jose, San Mateo School District, and Santa Barbara County. Two associate members: Santa Cruz County, and City of Concord, and two individual members: Diane Wilson, and Rich Joines were also not present.

Roundtable

As is our tradition, the meeting began with a roundtable where each person present briefly shared interesting or timely developments within their agency. Among the issues/items mentioned were the following:

- Frank Frazier, Los Angeles County indicated that his agency recently conducted a detailed literature review concerning back x-rays. Basically, they were found not to be useful. Frank has indicated that he is willing to make a copy of the report available upon request.
- Dave Sanchez, City of Las Vegas is interested in obtaining statistical packages or other resources applicable to a Burroughs 1800 computer.
- Jennifer French, San Bernardino County indicated that they will soon be field testing a scanable clerical application.
- Phil Carlin, City of Tucson noted that he is attending a conference in Chicago entitled, "Women in the Fire Service."
- Karen Coffee, Cooperative Personnel Services indicated that CPS has been awarded IPA money to consider the feasibility of adapting CODAP to the needs of local agencies. Anyone who is interested in this project should contact Karen.
- Kaye Evleth, City of Los Angeles has assumed responsibility for all police and fire testing in her agency. She is looking for available police and fire assessment exercises.

Grant Funding

Beginning November 12, 1980, WRIPAC has been awarded \$25,000 from State of California IPA funds. This amount includes a small contribution from the states of Arizona and Nevada. President, Roger Carey is still in the process of working out some details of the funding with IPA.

Future Funding

An ad hoc committee of Karen Coffee, Anita Ford, and Kaye Evleth met to develop a list of future funding alternatives. These were briefly shared with the group. Each member was requested to look over the available options and to provide feedback and comments to the members of the ad hoc committee by December 12. (Editorial comment: By December 12, only two member agencies had responded as requested.)

Future Meeting Sites

Due to a variety of concerns, the schedule for future meetings has again been altered. It now stands as follows:

- | | |
|---------------------|--|
| February 5, 6, 1981 | Sacramento (This meeting will be preceded by a training seminar on February 4 conducted by Robert Ebel.) |
| May 14, 15, 1981 | Denver (To coincide with the IPMAAC conference.) |
| August 20, 21, 1981 | Los Angeles |

Membership

No action was taken on any issues related to membership due to the lack of a quorum. This matter will be taken up at the February meeting.

Item Bank Funding

The item bank grant was not funded by IPA. Those jurisdictions who are still interested will meet and explore ways to conduct the project with no outside funding.

Special Presentations

The group viewed the IPMA videotape on the Uniform Guidelines and Adverse Impact.

Bev Ross, City of San Diego shared information and examples of the performance standards they are developing and using in her agency. Her presentation generated many questions from agencies who are or will soon be starting similar projects. The members and guests would like to express our appreciation to Bev for her contribution to the meeting.

Committee Reports

Most of the meeting time was devoted to committee activities. All chairpersons were asked to write a brief synopsis of their activities for the Newsletter. Of special note is a plan approved by the membership to sponsor a one day training seminar on item writing to be conducted by Robert Ebel. This training session will be held on February 4, 1981, immediately preceding the next quarterly meeting. More detailed information will be distributed to the membership and others on the mailing list in the near future.

Respectfully submitted,

Karen Coffee

Karen Coffee
WRIPAC Secretary

In going through my notes and miscellaneous items from the last WRIPAC meeting, I came upon a hand written note from Tom Duncan which reads as follows:

Recognizing the ever apparent need for greater sharing of available selection information among WRIPAC members, the Common Problems Committee will undertake to canvas member agencies between General Meetings as to their current activities, interests, and needs with the information being compiled in report and sent to members shortly before the next General Meeting.

The interviews will not be limited in scope, but will have general parameters that will be covered with each agency. Among the general subjects, training needs is an example of one that might be covered.

I presume that the Common Problems Committee would like to have this item put into the newsletter.

Kaun

Phil Carlin is now a member of the Technical Support Services Cadre supporting the U.S. Fire Commission's Paradigm program. The Commission will underwrite Phil's consulting expenses as a service to requesting jurisdictions.

Jurisdictions wishing to utilize Phil's services should send requests to:

Laura Buchbinder, Deputy Associate Administrator
Office of Planning and Education
U. S. Fire Commission
Route 1, Box 10A
Emmitsburg, MD 21727

MORE CHANGES...

Kaye Evleth has both a new job assignment and a new phone number: 485-2972 (at least, this was the number the day I called her).

Dave Friedland has left the employment of the City of Los Angeles for greener pastures.

MEETING/WORKSHOP UPDATE

As Roger has stated, Dr. Robert Ebel will be conducting a workshop on writing test items prior to our February meeting.

This workshop will be held on Wednesday, February 4, from 9 a.m. to 4:30 p.m. The training location is at SMUD, 6201 S Street, Sacramento. To get to SMUD, take U.S. 50 east towards Placerville/Tahoe (but don't keep going--whatever that means) and exit at 59th Street, turning left over the freeway. Turn right onto S Street. Parking may be available on the street and there is a lot across the street from SMUD and to the east.

The charge per person for the workshop is \$50. Participation will be limited to 35 attendees. Registrations should be made by January 15 and payment should accompany the registration.

WRIPAC members who attend the workshop will not be reimbursed for expenses incurred by attendance. In other words, no reimbursement will be allowed for Tuesday night lodging or food, or for food or transportation on Wednesday.

Arrangements are being made at the Vagabond for lodging. (Seems to me there was a bus/van to the airport, too.) Angie says "we" (no names mentioned, though) can help with transportation. After hour emergency calls can be relayed to the SMUD operator at 916-452-3211 and "we" will check for messages.

Be sure to contact Angie at SMUD if you have any items to be placed on the training/discussion agenda.