

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL WRIPAC

NEWSLETTER #007

APRIL 1981

PRESIDENT'S MESSAGE

We have a new one--a new recipient of our administrative grant, that is. The State has informed us that they would not be able to administer the grant because they could not make retroactive payments for meetings which had taken place prior to the grant being approved by the legislature. But the second meeting was three months after the grant was awarded because it took the legislature so long to process the grant. Does this sound like a "Catch 22?" I do want to thank Marty for his efforts on our behalf. He really tried. But all was not lost. San Mateo County came riding up on a great white horse to the rescue. In one day, Sir Steve Boles was able to secure the necessary approval from the County Administrator's Office and the Board of Supervisors to become the recipient of the grant for us. Rumor has it that they can even write checks to pay bills from the account and they are not contemplating bankruptcy. And, if they are as fast at paying bills as they were in securing approval, we might be reimbursed for the November meeting before the grant runs out. That is, if I.P.A. doesn't take the money back.

I would also like to thank everyone involved in the Ebel Training Program--especially the people from SMUD: Angie, Judy and Ed. It was a very successful program and we had more people interested in attending than we could accept. Ted and Phil are now editing the video tapes of the session, which should result in one or two one-hour tapes. SMUD was a very hospitable host to our last meeting, especially on Thursday evening.

I want to welcome some new members to WRIPAC. At our last meeting, Santa Cruz County, Yolo County, Los Angeles County, Tulare County and the City of Las Vegas were voted in as members. Now maybe we can reschedule that Las Vegas meeting we cancelled when Aubrey left. Heaven knows, Dave and the Convention Bureau have tried hard enough. Just looking at the PR material I brought back from the last meeting, a stranger would have thought that I had been to Las Vegas those two days rather than Sacramento. Anyway, welcome to the new members.

I believe we had a very good discussion of the future organization of our committees, the purpose of WRIPAC and possible funding sources at our last meeting. I do not want to lose that. It is important periodically to rethink why we need the organization and the purpose it serves. This is especially important in a period of shrinking budgets and increased attention to productivity. We have to be able to show that participation in this organization is cost productive, especially when we are asking our administrations to support it.

There were obviously a number of projects which were mentioned at the last meeting which are beneficial to us all and better done on an interjurisdictional basis. But more important than any one product that might come out of this is the spirit of cooperation which I see. Historically, the testing area has been very secretive and possessive. I see that changing here as it should and must for the benefit of all of us. I believe an indispensable element of this spirit of cooperation is the face-to-face contact at the quarterly meetings. One can almost see it grow. We cannot allow personality conflicts to interfere with this cooperative spirit.

See you all in Denver.

Roger Carey

As of 3:45 p.m. on March 18, Steve Boles had which of the following responses when asked about the administrative grant:

1. Although the grant has been promised, no monies have been received by San Mateo County.
2. The grant award is to be in the amount of \$21,875 rather than the asked for \$25,000.
3. The budget is being resubmitted to IPA using the \$21,875 figure.
4. No money is being moved from travel or meetings and reimbursement will not be affected by the new budget.
- k 5. All of the above.

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL

Minutes
February 5, 6, 1981
Sacramento

The seventh meeting of WRIPAC was held in Sacramento, California on February 5, 6, 1981. Nineteen jurisdictional members, three associate members, two individual members, and approximately ten guests were in attendance. Not present were Alameda County, Contra Costa County, and City/County of San Francisco.

Business

The meeting began with several business items:

1. By laws

Two basic changes in the by-laws were approved. Both changes are the result of no longer being tied into the IPA grant cycle after this year. A new officer, Treasurer was created. A fiscal year cycle for officers' terms was adopted.

2. Grant status

Marty Cromwell reported that the State of California is not yet able to assume the fiscal management of our IPA administrative grant. Marty has requested that all in-kind reports be submitted to him by March 27. Members were also reminded to be specific in describing in-kind activities.

3. IPA grant submitted by IPMA

Diane Wilson, OPM distributed copies of an IPA grant application submitted by IPMA which calls for the creation of a national selection consortium. The group was asked to read it for future discussion.

Roundtable

As is our tradition, there was a roundtable discussion where each person present briefly shared interesting or timely developments within his/her agency. Because the roundtable has been taking up a lot of meeting time, and because of the large anticipated turnout at this meeting, Tom Duncan (Alameda County) and the Common Problems Committee conducted a telephone survey of all WRIPAC members. This survey, which covered recruitment, selection, and miscellaneous problems was distributed to all members.

- Karen Coffee, Cooperative Personnel Services had some guests at the roundtable: Pat McLaughlin and Bob Nanini from the State Fire Marshal's Office and Brian Hatch from Federated Firefighters. Pat presented a brief description of a fire-

fighter apprenticeship program which is being developed under the State Fire Marshal's auspices. SFM has contracted with CPS to develop a "state of the art" selection system to be used in this program.

- Mary Lou Alexander, Santa Cruz County reported that they have purchased an Apple computer and are in the process of putting their applicant tracking system onto it.
- Frank Frazier, Los Angeles County indicated that persons wishing to receive copies of their report on back x-rays should contact:

Dr. Katharyn Marone
Los Angeles County
Department of Personnel
222 N. Grand Ave. Rm. B50
Los Angeles, Calif. 90012

- Hart Phillips, Merit System Services indicated that they are working on a new Eligibility Worker I exam.
- Judy Capaul, Sacramento Municipal Utility District informed the group that they have a lengthy report concerning the issue of comparable worth which they are willing to share with anyone who requests it. (Editorial comment: I've read it; it is very interesting and informative - Karen.)
- Bev Ross, City of San Diego shared information on a recent firefighter recruitment which resulted in an applicant pool including 51% minorities and 15.6% women.
- Terry McKinney, City of Phoenix has developed an informative recruitment brochure for firefighters. They have also developed an in-basket test for secretaries.
- Marty Cromwell, California State Personnel Board indicated that he is looking for information on promotional potential rating systems and promotional interviews because SPB wishes to revise their process.

Special Presentations

There was a special presentation on a recent court case of interest, the Guardians' Association of the New York City Police Department versus the Civil Service Commission of the City of New York. Ed Cole and Paul Burns of the Sacramento Municipal Utility District presented the basic facts of the case and discussed some of the implications. The members and guests would like to express our appreciation to both Ed and Paul for an excellent and informative presentation.

A second presentation on Women in the Fire Service by Phil Carlin, City of Tucson has been rescheduled for the Denver meeting due to time constraints.

Reorganization

Concern had been expressed at several of the recent meetings as to whether WRIPAC is organized in the most effective manner, considering our shifting goals, priorities, and uncertain funding. A sub-

committee consisting of Anita Ford, Kaye Evleth, and Karen Coffee developed a list of possible funding options which was shared with the members in Phoenix. A follow up written inquiry was sent to all members soliciting input on this issue. Less than one quarter of the membership responded, thus making it meaningless to try to develop a group consensus. As a follow up, Anita, Kaye, Karen, and Roger Carey developed a tentative outline for a possible organizational structure. This approach involved a steering committee which has responsibility for WRIPAC's overall direction, and project based subcommittees which will carry out the specific objectives of the organization. Following a general discussion, another subcommittee (Anita Ford, Roger Carey, Marty Crowwell, and Steve Boles) met to further define the ideas previously outlined. After more discussion, it was finally decided that WRIPAC's organization should develop as a result of the objectives which the group wishes to accomplish.

A list of specific future projects of interest was developed. The name of the chairperson appears in parentheses after each project. Persons who are interested in working on specific projects should contact the appropriate chairperson. Each chairperson will prepare a project outline and submit it to Jan Klein, CODESP by March 6, 1981.

1. Eligibility Worker I test development and validation (Jennifer French)
2. Mid management assessment center (Frank Frazier)
3. Eligibility Supervisor test development and validation (Frank Frazier)
4. Development of training package on sexual harassment (David Sanchez)
5. Training package on guidelines and validation (Training Committee)
6. Procedures and guidelines for developing Training and Experience procedures; may include a workbook (Gail Gale, City of San Jose)
7. Monthly newsletter (Jan Klein)
8. Coordination of self insurance and placement activities (Mary Lou Alexander)
9. Rationale for ranking, absent a criterion study (Marty Crowwell)
10. Development of a reasonable accommodation policy (Anita Ford)

After the membership has had an opportunity to review the outlines, the projects as well as the organizational structure will be discussed in more detail at the Denver meeting in May.

IPA Grant Submitted by IPMA

The group felt that the issues involved in providing meaningful comments concerning the grant application were too complex to deal with in the limited available time. All members were asked to phone Kaye Evleth with their comments during the following week. Kaye will then draft an appropriate response to Norm Beckman on behalf of WRIPAC.

Membership

The group unanimously voted to accept one new full member and four new associate member jurisdictions. The jurisdictions and their representatives are as follows:

Santa Cruz County, Mary Lou Alexander (full member)
City of Las Vegas, David Sanchez (associate member)
Tulare County, Dave Colby (associate member)
Yolo County, Dennis Arzaga (associate member)
Los Angeles County, Frank Prazier (associate member)

Welcome to all of you!

Committee Reports

Each committee gave a brief status report. All committee chairpersons were encouraged to write a short description of their activities for the newsletter. Briefly, the committees reported as follows:

1. **Jos Analysis** - The job analysis has been completed for three classifications. One is completely processed through a micro computer. The committee will be expanding its efforts and debugging the system.
2. **Item Bank** - The committee plans to write a "Guide to Automation". Fifteen letters of commitment for money (\$1200 per year) and staff time to review items have been received. A tentative commitment for \$17,000 from a CPAAC IPA grant has been received. Service should start this summer.
3. **Newsletter** - The deadline for submission of material is March 6. SMUD will print and distribute the newsletter as an in-kind contribution. If the group wishes to publish a monthly newsletter, Jan recommends the first Friday of each month as the submission deadline.
4. **Training** - This committee is defining precisely what they are willing to do in the future as a committee.
5. **Test Security** - This committee had nothing to report; they have met their objective.
6. **Common Problems** - This committee will be redistributing two of their surveys as previous responses were incomplete.

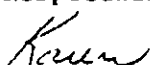
Future Meetings

Members are reminded that the next two meetings have been scheduled as follows:

May 14, 15, 1981 Denver (to coincide with IPMAAC)

August 20, 21, 1981 Los Angeles

Respectfully submitted


Karen Coffee
WRIPAC Secretary

After six months scrutiny, the Arizona Civil Rights Division of the Attorney General's Office has decided not to proceed with the complaint lodged against the City of Tucson's Police Officer Entrance Examination. This was the Valentine case described at the Phoenix meeting. Hopefully, details will be available for the Denver meeting.

Jack Feldhaus is processing inter-rater reliability information of pilot job analysis. Some comparisons may be possible in Denver.

And, the Ebel tapes are being screened for edits, graphics, voice overs, and so on. Preliminary costs for technical assistance are under review.

Phil Carlin

(By the by, Phil did an outstanding job with his presentation on physical abilities testing at the February PTC/SC meeting. We are looking forward to the workshop he will present on April 5 at the Western Regional IPMA Conference. Hope to see some of you there.)

There are times and situations when an application and some manner of supplementary submission can be used to develop an eligibility list in lieu of more traditional written/oral/practical test administrations.

A proposed project by the City of San Jose will investigate and determine: (1) when supplemental applications may legitimately be used, considering such variables as type and size of the class, type of recruitment, number of applicants, agency certification rules, and validation strategies; (2) what steps or procedures should be followed in developing supplemental applications; and (3) how the supplemental applications should be operationally used (weighting and scoring issues).

It is intended that the results of this project would be developed into a workbook for WRIPAC members' use. The workbook would also include a library of sample supplemental applications which have been developed and used by members.

If you are interested in this project, please bring to the Denver meeting any contributions to the process you deem appropriate, in the form of comments, copies of supplementals you have developed or other augmenting materials.

San Jose has had a lot of good experiences with this process and we look forward to a good exchange of ideas.

Gail Gale
Russ Strausbaugh

Here is a write-up about the film (Preventing Sexual Harassment) which was shown at the Sacramento meeting in February.

A rather spirited discussion was held in the the Thursday morning group. After the film was shown, I spoke about some problems we have experienced at SMUD. Many of the women were silent until one spoke up and mentioned it was a "power" issue--did feathers start to fly after this.

Sonoma County suggested a behavioral approach and offered a training program for WRIPAC use.

Angie Bifano

Reminders for Denver WRIPAC meeting:

The WRIPAC meeting is scheduled in Denver for the two days following the IPMAAC conference--May 14 and 15. Please plan to stay all day on the 15th (after 4 p.m.).

Reimbursement for Denver meeting:

WRIPAC finances are in good shape. Therefore we are prepared to reimburse for the Denver meeting as follows:

- up to \$200.00 for air fare/transportation
- up to \$ 35.00/person/day
- up to \$ 20.00/person/day

If you make your plane reservations now, everyone can get to Denver and back for \$200. If everyone will double-up (as in share a room), you can even make the lodging reimbursement rate.

Karen

Roger would like to remind each project coordinator to have outlines and be prepared to discuss specific goals and steps for accomplishments at the Denver meeting.