



NEWSLETTER #010

DECEMBER 1981

PRESIDENT'S MESSAGE

Despite Steve Boles' outstanding efforts on our behalf, the WRIPAC grant has not been extended. Cooperation is defined: To work together for a common objective. It appears that new goals will have to be identified by the Potomac personnelists.

Until that time, WRIPAC will do its own thing. At the February meeting, please be ready to discuss:

1. Name change
2. Private sector membership
3. Dues
4. Projects

Roger, Ed and others are working on the program for the meeting in Sacramento. The plans sound terrific and the program should merit a large turnout.

Hope we all have a M E R R Y, a H A P P Y, and a G O D B L E S S.

Phil

P.S. At the February meeting, we will be accepting nominations for the 1982-83 officers. The offices to be filled are President, Vice-President, Treasurer and Secretary.

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The training activity for the February program will be held on Wednesday, February 24, at the Woodlake Inn in Sacramento. The topic is Cutoff Scores and the speakers will be Ken Krueger, consultant; Glenn McClung, Employment Manager for the Denver Career Service Authority; and Ed Cole, Supervising Personnel Analyst with SMUD. A flyer with further details and registration forms will be sent out during the first week in January.

Western Region Intergovernmental  
Personnel Assessment Council Minutes  
November 5 - 6, 1981  
Las Vegas, Nevada

The tenth meeting of WRIPAC was held in Las Vegas, Nevada on November 5 and 6, 1981. In attendance were: 20 jurisdictional members, 2 associate members, 3 guest agencies, and 1 individual member.

Jurisdictional and associate members not present were: Contra Costa County, Santa Cruz County, Alameda County, Riverside County, City of Concord, and Yolo County.

Roundtable

In the WRIPAC tradition, the first order of business was the roundtable discussion that consumed the first day of the meeting.

Dave Sanchez (City of Las Vegas) indicated they received over 1,000 applicants for their recent Firefighter examination. Approximately 600 people were tested, with 200 people passing the written. Dave also informed the group that their Personnel Rules had recently been changed to allow a flexible passing point and establish a rule of three groups for the certification list.

John Hill (Clark County) indicated that he received a number of appeals from their fire union on promotional exams. Their most recent appeal concerned the Engineer's exam: prior raters had always used ink - this time a rater used pencil.

Lisa Brown (Fresno County) reported that her agency is using CODAC on the pilot project.

Tony Taylor (State of Arizona) reports that they are in the process of doing 20 job analyses using the WRIPAC job analysis methodology.

Jurtha Brown (City of Los Angeles) reported that the software for their item bank project has been completed, however, they have yet to receive their computer. Staff has spent considerable time cleaning up the manual item cards.

Frank Frazier (Los Angeles County) reported their agency is in the process of doing a study on the Deputy physical agility test. Frank also indicated that he feels that validity studies will now carry more emphasis in terms of productivity and not EEO.

Roger Carey (Solano County) indicated that they have recently modified their Personnel Rules to accommodate extra help. Extra help individuals may be moved into a regular budgeted position after three months if they were in the top group of scores on the extra help list. Roger is also working on a training session dealing with cutoff scores for the February WRIPAC meeting.

Ed Cole (SMUD) relayed that he recently came across a study conducted by Upjohn which indicated that the total organizational cost of career employees in 1980 was 160 times the individual's 1980 salary. He also indicated that SMUD is in the process of working with a utility in the state of Washington for the job class of Control Room Operator.

Dick Neufeld (Santa Barbara County) reports that WRIPAC has sold 8 tapes at the current time. The booklet containing information about ordering tapes was distributed to all individuals at the meeting and orders are hoped for.

Geoff Rothman (City and County of San Francisco) relayed the information that they currently have 5,500 temporary employees out of a total work force of 30,000 employees. Further, approximately 20% of their examination budget is now contracted outside the agency. They are in the process of recruiting for Firefighter as the old eligible list has nearly expired after four years.

Jack Feldhaus (Pima County) reported that he has obtained another Commodore computer that will be used for word processing at their office. Jack also indicated that they have developed a cooperative relationship with the City of Tucson in which Tucson buys the software while Pima County provides the data processing services.

Bev Ross (City of San Diego) relayed that they have bought 2 more micro-computers that will be used for their item bank and word processing.

Anita Ford (Los Angeles Unified School District) reports that they have used a mix of multiple choice items and alternative choice items in three examinations. Anita recommends that items should not be mixed unless a correction for guessing adjustment is utilized. Further, as part of their efforts to upgrade their item bank, each analyst is responsible for approximately 200 items per week to be reviewed with subject matter experts.

Jan Klein (CODESP) has received the material from the clearing house that was operated by OPM. Jan hopes to get the clearing house material operational in the near future.

Jim Wakefield (State of California) reported that they have a project that decentralized certain personnel operations to four major departments. Early analysis indicates that centralized costs and decentralized costs are about the same. However, the decentralized operation reduced their time frames by approximately three to six weeks.

Linda Hill (Washoe County) reports that their agency recently added a new certification rule that now allows the top three whole scores to be certified, plus an additional score for each vacancy. Linda indicates this has increased the number of individuals certified considerably.

Ted Darany (San Bernardino County) reported that their learning center continues to have extremely good results. They are now in the process of expanding it to higher level clerical skills. Ted also indicated that SCANTRON will come out with two new test scorers in early January. These ought to be much cheaper than some of the material currently on the market.

Karen Coffee (Cooperative Personnel Services) indicated that they will be using alternative choice items for some trade related examinations they are developing. This would be a pilot project in their use of this type of item.

Cecile Mager (State of Nevada) reported that when they have a job class that has a license requirement, individuals are certified to the eligible list based on the date of their application.

## Project Reports

Frank Frazier gave an update on the assessment center project. Assessment center training will be done in conjunction, hopefully, with the May meeting of WRIPAC. There may be an effort to tape part of this session. At the current time, they are in the process of identifying the target jobs and a list of material that needs to be in the training package.

Ted Darany gave an update on the WRIB project. The item bank now contains approximately 7,000 items. All the original planned programs are operational. Ted indicated that they hope to be able to start providing items to requesting agencies in the near future.

Bev Ross and Jack Feldhaus led a discussion dealing with the WRIPAC job analysis methodology. The group reviewed the draft with considerable discussion. The general reaction was that Jack and Bev had done an extremely good job in preparing the job analysis manual. After some minor refinements, it is hoped that this methodology will be used by jurisdictions throughout the region.

## Business Meeting

On Friday the 6th, WRIPAC held a brief business meeting. Major activities included the following:

The constitution that is necessary to get our tax exempt status was approved.

Steve Boles reported that all indications are that the grant money will be lost in November. This means that all future meetings of WRIPAC must be paid out of either local governmental money or the individual's funds. IPA money can no longer be used to sustain the organization.

The February meeting is scheduled for Sacramento, California. The meeting itself will be held on February 25 and 26. On February 24, there will be a training program dealing with cutoff scores. We hope to be able to videotape this session and market it much like the EBEL tape.

Congratulations to Sacramento County and to Craig Wong who was approved as an associate member of WRIPAC.

WRIPAC again will sponsor a speaker at the IPMAAC conference. Last year's speaker, Dr. Rex Brown, was very successful.

WRIPAC wishes to thank Dave and John for their efforts getting up the meeting and social activities. Job well done.

Respectfully submitted,

*Terry McKinney*  
Terry McKinney  
WRIPAC Secretary

PRESS RELEASE--Conference on Equal Employment Opportunity in the Public Sector

The Reagan Administration's policy on equal employment opportunity in the public sector will highlight a one-day conference presented by The Bureau of National Affairs, Inc. on February 8, 1982 at Loew's L'Enfant Plaza Hotel in Washington, D.C.

The top officials of the Reagan Administration involved in eeo policy-making will speak at the conference, including William Bradford Reynolds, Assistant Attorney General for Civil Rights at the Justice Department, Michael Uhlmann, special assistant to the President, and Michael Frost of the Office of Personnel Management.

The conference--Equal Employment Opportunity in the Public Sector-- is sponsored by Government Employee Relations Report, Labor Relations Reporter, and BNA Conferences.

The conference will also include panels on the latest legal developments on the emerging issues of comparable worth, sexual harassment, age discrimination, and handicapped employment; testing and equal employment opportunity issues; layoffs and RIFs, and state and local trends.

Among the other speakers at the conference will be Representative Robert Garcia (D-NY), Winn Newman, general counsel of the American Federation of State, County and Municipal Employees, and Arthur S. Flemming, the outgoing chairman of the U.S. Commission on Civil Rights.

More information on the conference may be obtained by contacting The Bureau of National Affairs, Inc., Conference Secretary, 1231 25th Street, N.W., Suite-602, Washington, D.C. 20037; telephone (202) 452-4420, in the Washington metropolitan area, or toll free at (800) 424-9890.

An outline of the conference program follows:

## EEO IN THE PUBLIC SECTOR

9:00 a.m. OPENING REMARKS

John V. Schappi  
Associate Editor for Labor Services  
The Bureau of National Affairs, Inc.  
Washington, D.C.

9:05 a.m. OPENING ADDRESS: ISSUES FOR THE 1980s--AFFIRMATIVE ACTION,  
QUOTAS, AND APPRAISAL

Stephen S. Rappoport  
Editor, Fair Employment Practice Cases  
The Bureau of National Affairs, Inc.  
Washington, D.C.

9:45 a.m. PANEL: AFFIRMATIVE ACTION IN THE REAGAN ADMINISTRATION--  
DEAD OR ALIVE?

Panelists: Michael Frost  
Associate Director, Workforce Effectiveness and Development  
Office of Personnel Management  
Washington, D.C.

Daniel Leach  
Chadbourn, Parke, Whiteside & Wolff  
Washington, D.C.

Arthur S. Flemming  
Chairman, U.S. Commission on Civil Rights  
Washington, D.C.

Michael Uhlmann  
Special Assistant to the President, Policy Development  
The White House  
Washington, D.C.

11:00 a.m. PANEL: EMERGING ISSUES--COMPARABLE WORTH, SEXUAL HARASSMENT,  
AGE DISCRIMINATION, HANDICAPPED EMPLOYMENT

Panelists: Winn Newman  
General Counsel  
American Federation of State, County and Municipal Employees  
Washington, D.C.

Debra Millenson  
Equal Employment Opportunity Commission  
Washington, D.C.

Steven Sacher  
Pepper, Hamilton & Scheetz  
Washington, D.C.

Hedwig Oswald  
Office of Personnel Management  
Washington, D.C.

Reactor: William J. Kilberg  
Gibson, Dunn & Crutcher  
Washington, D.C.

12:30 p.m. LUNCHEON ADDRESS

William Bradford Reynolds  
Assistant Attorney General for Civil Rights  
U.S. Department of Justice  
Washington, D.C.

2:00 p.m. PANEL: TESTING AND EQUAL EMPLOYMENT OPPORTUNITY ISSUES

Panelists: Richard T. Seymour  
Lawyers' Committee for Civil Rights under Law  
Washington, D.C.

Joseph A. Morris  
General Counsel  
Office of Personnel Mgt.  
Washington, D.C.

Nancy E. Abrams  
Consultant  
Rochester, New York

3:00 p.m. PANEL: LAYOFFS, RIFs, AND EQUAL EMPLOYMENT OPPORTUNITY

Panelists: Rhodes Henderer  
Managing Editor, Government Employee Relations Report  
The Bureau of National Affairs, Inc.  
Washington, D.C.

Elizabeth W. Solomon  
Staff Editor, Labor Special Projects  
The Bureau of National Affairs, Inc.  
Washington, D.C.

3:45 p.m. PANEL: FEDERAL, STATE, AND LOCAL TRENDS

Panelists: Representative Robert Garcia (D-NY)  
U.S. House of Representatives  
Washington, D.C.

Bobby Federigan  
Senior Analyst, State Information Unit  
The Bureau of National Affairs, Inc.  
Washington, D.C.

Sara Crim  
Staff Editor, Government Employee Relations Report  
The Bureau of National Affairs, Inc.  
Washington, D.C.

DRAFT  
ENVIRONMENTAL IMPACT REPORT  
FOR  
THE SACRAMENTO COUNTY GENERAL PLAN UPDATE - PHASE I AND PHASE II

Prepared by the ENVIRONMENTAL IMPACT SECTION of the  
SACRAMENTO COUNTY PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT