



NEWSLETTER #011

APRIL 1982

PRESIDENT'S MESSAGE

Sacramento was OUTSTANDING; wasn't it! Strong professionals, good communications, nice surroundings and Dick Sturm (well, nothing's perfect).*

Craig's efforts contributed significantly. I also sensed something like regeneration or rededication--very heady stuff. I've already been contacted by people asking "When will the 'Pass Point' tape be ready for sale?" (Editor's Note: In a call this week, Phil indicated that the tape quality is too poor to salvage, so there will be none made.)

So we maintain the government persona, exchange ideas, do some training, take pictures of the trainer, sell the pictures and live happily ever after?

Well, how about some projects? It has not been necessary to appoint a committee for Project Review because no one has submitted a project.

Let's be careful out there and please send your completed ballots to me as soon as possible.

Looking forward to the next meeting. Hope you are too.

Phil

*Just kidding, Dick.

By now you have probably received your copy of the WRIPAC Job Analysis Manual. Please send comments on the Manual and any completed job analyses using the technique described in it to Dave Gonzalez, Sonoma County, 2555 Mendocino Avenue, Room 101E, Santa Rosa, CA 95401. Dave has volunteered to catalog, store and distribute (upon request) the analyses which are sent to him.

WRIB UPDATE

WRIB (Western Region Item Bank) continues to move forward. At the end of March, the item count passed the 10,000 mark and we continue to add 200-250 items per week. However, we are getting close to the point of running out of items to enter. All WRIB member jurisdictions should make a special effort to submit items during this "quiet" time of year. We anticipate a drastically increased services request volume toward the end of this fiscal year and the start of the new one. That may substantially reduce our item entry activities. Let's take advantage of the next few months to expand WRIB so it can better serve our needs when our workloads pick up again.

We have found a service bureau in Los Angeles to scan test questions into a medium which can be read by our computer. This scanning will cost 1.6¢ per line of test question. The OCR approach has a number of very attractive advantages. The most important is that it will allow building up the bank in a shorter time than if all the key entry had to take place in our office. A second is that such scanning is actually cheaper (by 20-40%). However, there are some disadvantages. For the lowest price and highest quality of scanning, we must standardize on print fonts for input and meet several format requirements. WRIB jurisdictions will be sent more information on this shortly, but as a preview, the required print font is OCR-A upper/lower case and among other things, the format requires 10-pitch printing, double spacing, and lines that do not exceed 70 characters in length. Finally, you'll be typing such things as the key, source and item type as well. This OCR approach makes it possible for many high-quality office typewriters to be used to generate word processing input into the item bank. The output will still be (the more attractive) PICA 10.

We currently have 24 members in WRIB. With a small increase in membership and a delay in some of our expenditures, this year's budget has gone from a deficit, projected last October, to a small surplus. We don't intend to increase membership past the current number unless one or more of the jurisdictions to whom membership has been offered decide to join. I've indicated to those jurisdictions that the membership fee will be somewhat higher than for those of us who are charter members. At this time, I want to reiterate my commitment that the membership fee for 82-83 will remain at \$1,200 for charter members.

We have delayed acquiring the increased disk capacity to support the item bank. I expect that upgrade to take place around June of this year. As you may recall, our current capacity is 15,000 questions. The increased capacity will allow for approximately 70,000. We're also planning programming costs for some of the other capabilities for the bank. This programming would include the ability to more effectively work with items which must flow together, such as reading comprehension questions and questions which use simple graphical displays. Programming is also required to take the output from OCR scanning and add it to the bank.

Finally, the staff here, with input from some of you, has developed a job classification coding system that can be used to label out item analysis history records. The need for a common class code system has been discussed at several WRIPAC meetings. We have all recognized the need for it if we are to be able to select items based on their past performance on specific, appropriate applicant groups. I'll be sending that coding system to member jurisdictions very soon.

Ted Darany
Employment Division Chief
County of San Bernardino

WRIPAC Eligibility Worker Study

The WRIPAC biographical inventory study is well underway. Using a predictive validation strategy, the goal of this project is the development of scoring keys for prediction of both turnover and work performance. The fifty-item inventory has already been administered to about 300 newly hired eligibility workers in five agencies in California: the counties of Alameda, Riverside, Sacramento, San Bernardino and San Mateo. Collection of work performance criterion data will soon begin for those sample members who have been on the job the longest. The criterion is a dimensionalized rating system utilizing behaviorally anchored scales. This rating system has been reviewed and approved as locally appropriate by subject matter experts in each participating agency, as a prerequisite for study participation.

Additional jurisdictions may yet participate in this research effort, as several are in the process of seeking the cooperation of their social services departments or need yet to conduct subject matter review of the performance criterion. The County of San Bernardino is directing this WRIPAC research study and intends a final sample size of 1,500-2,000. While interim analyses will be performed, the turnover analysis will require tracking sample members for at least eighteen months.

Agencies interested in information regarding participation in this cooperative research project should contact: Jennifer French, Senior Personnel Analyst, 157 W. 5th Street, San Bernardino, CA 92415 (714) 383-2341.

JOBS-JOBS-JOBS

Testing and Measurements Coordinator (Contra Costa County, CA). Master's degree in I/O Psychology or related field plus two years of progressively responsible research experience in personnel selection. Responsible for test validation, technical review and analysis of the County's selection program. Obtain application from: Contra Costa County Employment Office, 651 Pine Street, 2nd Floor, Martinez, CA 94553 (415) 372-4046. No filing deadline mentioned.

Personnel Director (Santa Barbara County, CA). Requires broad experience in public personnel programs. Responsible for recruiting, testing, classification and compensation programs and self-insured programs for unemployment and medical/dental benefits. Obtain application from: Administrative Office, 105 E. Anapamu Street, Santa Barbara, CA 93101 (805) 963-7155. File by May 3, 1982.

Director of Personnel (Alameda County, CA). Bachelor's degree and four years experience as a supervising personnel analyst or equivalent combination of education and experience. Responsible for recruitment, salary and benefit administration, examinations, position classification, occupational health and safety, and training; serves as Secretary to Civil Service Commission. Obtain application from Cooperative Personnel Services, 1209 J Street, Sacramento, CA 95814. File by April 30, 1982.

WRIPAC/IPMA Seminar Held

WRIPAC and the Northern California Chapter of IPMA recently presented a full day seminar on selection test construction. The seminar focused on test planning, job analysis and its use in testing, selecting the proper test methodology, writing test items and using item analysis. Leading the seminar was Ted Darany.

MEDICAL STANDARDS PROJECT REPORT

In response to Federal and State laws requiring nondiscrimination on the basis of handicap in employment, promotion and other personnel practices, San Bernardino County developed an innovative project to give all employers guidance in setting job-related medical standards.

The Medical Standards Project represents work completed during the past four years under two successive Intergovernmental Personnel Act grants administered through the U.S. Office of Personnel Management.

The first phase of the project involved the development of a valid and reliable survey tool for assessing the physical abilities necessary to perform a given job. The second phase involved contracting nationally recognized medical specialists to write definitive medical standards which can be applied to the results of physical abilities analysis. These medical standards tie each body system to job analysis. The methodology can be applied to any organization, public or private, and used to analyze any job regardless of the physical demands. The medical standards contain supporting treatises providing the rationale for the standards and are designed to give guidance to employers for employment-based medical decision making.

In addition to the medical standards themselves, the final report on this project includes information on:

- *Assessment and discussion of methodology and current implementation methods
- *Conducting definitive job analysis using the physical abilities format
- *Analyzing jobs to determine working conditions that may affect medical standards
- *How to use the job data to set medical standards
- *Guidelines on "reasonable accommodation" and what it means to you and your agency

To receive your copy of the Medical Standards Report, or to receive more information about the Medical Standards Report, complete and mail the following form.

Mail to: MEDICAL STANDARDS REPORT
San Bernardino County
Personnel Division
157 West Fifth Street
San Bernardino, CA 92415

NOTICE

Estimated date of availability
April 10, 1982

Please reserve ___ copies of the Medical Standards Final Report (approx. \$35 each)

___ I do not wish to place my order not but please notify me when the report is ready.

___ I would like more information on the Medical Standards Final Report.

Name _____ Title _____

Agency _____

Address _____

Phone number(____) _____ Signature _____

WRIPAC MINUTES FEBRUARY 25 AND 26, 1982
SACRAMENTO, CALIFORNIA

WRIPAC held its 11th quarterly meeting in Sacramento February 25 and 26, 1982. This was the first meeting that was not supported in any way by Federal Funds.

In attendance were 17 jurisdiction members, 6 associate members, one individual member and 10 guests. Jurisdictional and associate members absent were: Alameda County, Clark County, Codesp, City of Concord, State of Nevada, Pima County and Washoe County.

Roundtable

As is traditional with WRIPAC, the sessions start off with a round table discussion.

Phil Carlin (City of Tucson) indicated they currently have a vacancy for Personnel Analyst I. Phil also gave a review of some recent assessment centers that they had dealing with two different contractors and the strengths and weaknesses of those two processes. Phil also indicated that he is preparing a follow-up article for Fire Chief magazine dealing with the physical agility test used by the City of Tucson and a number of other agencies.

Angie Bifano (SMUD) indicated that their agency is involved in joint project with a northwestern utility company. They used a job preview type of examination with a pretest booklet. The number of applicants that took the exam was reduced by approximately two thirds.

Dave Sanchez (City of Las Vegas) reported that no women passed their most recent Firefighters Physical Agility Test. Dave is interested in any information individuals have on methods of validating minimum qualifications. Dave also indicated the City of Las Vegas has recently had an internal charge of sexual harassment in which the offending employee was terminated from the City.

Russ Strausbaugh (City of San Jose) reported that the City is going to retain their age requirements on Police and Fire positions. They feel that they have suitable information to develop a winning court case.

David Gonzalez (Sonoma County) reported that their agency has recently dropped their age requirements for public safety positions. He also reported that they are awaiting a possible law suit dealing with equal pay to be filed by EEOC.

Shirley Allan (State of California) reports that their decentralization program is continuing. The State Personnel Board does examinations for service wide positions, and the department does all others that are internal to their departments. Shirley also reported information on a two volume set of operation procedures that are available from the State Board.

Tony Taylor (State of Arizona) indicated that their agency is now using the WRIPAC job analysis procedure. He also indicated that their staff recently took a test dealing with the Uniform Guidelines and all the staff failed. He reports that this was a bases for a training program that they are doing for their Staff.

John DeSoto (City and County of San Francisco) indicated that they have recently received approval to use their eligible list established for Fire Lieutenant from a 1978 testing. The San Francisco has much litigation concerning of their testings, this is an example of a four year lag.

Dennis Alzaga (Yolo County) indicated that they are withdrawing from the State Merit System in California. They has also recently initiated 7 quality circles to improve productivity and have had very positive results.

Craig Wong (Sacramento County) reports that their agency is currently modifying assessment center procedures to select for the position of Secretary to the Chief County Executive.

Mary Kaerth (City of San Diego) reported that their agency has dropped the use of a Fire Academy. Individuals that qualify on the San Diego test have the opportunity to enroll in the local community colleges. Upon completion of the community college programs the student may be selected for the positions as Firefighters for the City of San Diego.

Anita Ford (L. A. Unified School District) reports that their applicant tracking system on the Univac is moving along relatively well. Also they are currently in the process of testing for educational aids.

Terry McKinney (City of Phoenix) indicated that their agency recently received over 100 applications from women for the position of Firefighter and this is a record high.

Jurutha Brown (City of Los Angeles) reports that their use of an item bank using a TRS 80 computer is now operational. Jurutha also gave us a brief report on the results of the Arthur Young study of the LA City Merit System.

Karen Coffee (Cooperative Personnel Services) gave an update on the State Fire Marshall Program. Karen reports that this program is now underway and is going relatively well.

Dick Sturm (Las Vegas Metro Police Department) indicated that they have a job analysis project going for Police Sergeant and Officer. Dick also reports that they are looking at applicants tracking systems. Frank Frazier (County of Los Angeles) spoke about the issue of reform in merit systems. He relates some of the events that happened in the County of Los Angeles as they attempted to reform their merit system to streamline it. Frank also reported on modifications to their certification procedures. They now find that approximately one third of the people who are now selected could not have been selected under the old certification procedures.

Judy Capaul (SMUD) indicated that the district has taken no action on a comparable work issue yet. She also indicated that they are currently doing some joint job analysis for their classification and compensation staff.

Dick Neufeld (Santa Barbara County) reports that two women passed their recent firefighter agility examination. Dick also provided some photographs indicating the events in their examination.

Mary Lou Rowsell (Southern California Rapid Transit District) reports that Jan Klein recently did some training for proctor/monitors.

Business Meeting

Judy Capaul gave a financial report of WRIPAC'S current status. Judy also indicated that there were some minor changes required in the Constitution in order to grant us the tax exempt status for the organization. These changes will be placed on a ballot and sent out with the election ballot in the near future.

Phil Carlin reports the master plan coming up with the next tape. There is some current tape of Ebel speaking about cut off scores. Phil will combine this with the material provided by Ken Kruder and Glen McClung in Wednesday's training session.

Anita Ford volunteered to head up a small subcommittee to revise the bylaws. Anita and her committee have a draft of the bylaws prepared for the next meeting.

Nominations were opened and received for Officers for the 1982-83 year. Nominated for President was Karen Coffee (Cooperative Personnel Services), for Vice-President - Steve Boles (San Mateo County), for Secretary/Recorder, Terry McKinney (City of Phoenix) and for Treasurer Dick Neufeld (Santa Barbara County).

The next meeting is scheduled for the greater Los Angeles area and is to be tentatively scheduled for May 20 and 21, 1982. WRIPAC will not have a formal meeting at this year's June IPMAAC Meeting. However, WRIPAC is attempting to obtain a speaker for this program.

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Terry McKinney

EBEL TAPE AVAILABLE FOR RENTAL

One copy of the Ebel tape on item writing (Beta II cassette) is being made available for rental through the Clearinghouse. The rental fee of \$50 for one month's usage may be applied to purchase of the tape. Notify Jan Klein, 6861 Santa Rita Avenue, Garden Grove, CA 92645 (213) 598-3226.

(Editor's Note: Thanks, Dick!)