

WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL WRIPAC

NEWSLETTER #012

AUGUST 1982

PRESIDENT'S MESSAGE

Can you believe we are starting our fourth year of WRIPAC?! Since our beginning, we have undergone many changes in terms of direction, format, size, membership, and funding. Despite a few bumps, I believe we have grown and prospered overall. Our treasury certainly has: we are the proud owners of nearly \$5000 American made dollars. The availability of a reasonable amount of money should greatly increase our capabilities this coming year. While I do not see spending money as a project objective in and of itself, I would like to encourage everyone to consider productive ways to utilize our fiscal resources.

The conversion of our fiscal base from IPA monies to self funding has made possible a single category of jurisdictional membership. This change has the potential of greatly increasing the size of our membership. For the benefit of those who might wish to become members (as well as reinforcement for our current members), I wish to begin the year by reaffirming our organization's purposes:

- A. To develop and share improved personnel selection procedures and instruments through intergovernmental cooperation.
- B. To improve communications among member jurisdictions and with other regional assessment groups.
- C. To assist member jurisdictions in maintaining professional personnel selection standards, and in complying with legal requirements and guidelines.
- D. To increase the technical expertise of assessment personnel in member jurisdictions.
- E. To promote the principles of merit selection and equal employment opportunities.
- F. To provide an action-oriented forum for review and recommendation of professional and legal issues affecting personnel selection.

WRIPAC is a project oriented organization. We can be proud of our accomplishments which include the development of a job analysis procedure and manual, a catalog of assessment center exercises, a test security agreement and exchange, training in pass point procedures and in test item writing, development of a salable videotape, sponsoring two speakers at IPMAAC: Dr. Rex Brown (1981), and Dr. Robert Ebel (1982), and, of course, WRIB. This coming year promises to be equally exciting beginning with training in job analysis and the development of a catalog of oral interview dimensions. If we are to continue our success, it will be necessary for each participating agency to renew its commitment to WRIPAC. WRIPAC is an organization where you receive in relation to what you give. One of the major investments of each jurisdiction is their representative. If we wish to continue meeting our project objectives, it is imperative that we maintain our high membership standards. Representatives should meet the following criteria:

- A. demonstrated technical selection or personnel research expertise
- B. sufficient organizational authority for project implementation as indicated in a letter of support of WRIPAC
- C. active current participation in WRIPAC

Our single biggest problem this past year had to do with attendance and continuity at meetings. Several jurisdictions missed numerous meetings, but yet expected to retain access to the products and services being worked on in their absence. With the new by-laws changes, this will no longer be possible. Jurisdictions who do not regularly attend meetings with automatically lose their membership status, and hence, their rights to participate in such WRIPAC activities as the test exchange agreement.

Secondly, jurisdictions should attempt to send the same representative to all meetings. Substitutes slow down the progress of project activities and the continuity of an agency's participation. Again, success depends on active continuous participation. Those of you who have not yet become active should think about meaningful ways to participate.

We are currently formulating broad plans for projects, meeting format, and overall scope and direction for this coming year. As a recurrent theme, I would envision continued exploration of cooperative ways to accomplish our individual agency goals in an environment of shrinking resources. Our treasury can be used to provide seed money necessary to implement projects or other such activities.

Many productive suggestions were put forth at our May meeting. We plan to go to a three meeting a year format (September, 1982: San Francisco Bay area; February, 1983: Los Angeles area; and May, 1983: Sacramento area). We will continue the roundtable; however, each agency will be requested to bring materials to share on a specific topic in addition to general information sharing. (Please see the related article on the September meeting agenda.) Less time will be spent on committee activities (unless needed) and more time will be devoted to special presentations. And, of course, we will continue our evening get togethers. As always, guests are welcome and encouraged.

To increase our awareness of the products, services, issues, and problems being experienced throughout the country, I wish to appoint a consortia liaison person who will have responsibility for contacting the other major organizations prior to each WRIPAC meeting and reporting on their activities. This task should not be too time consuming. Anyone who would like to volunteer, please contact me.

The training committee has been revitalized. Members Anita Ford, Terry McKinney, and John deSoto have committed to arranging for at least one special presentation at each WRIPAC meeting.

I am open to any additional ideas or suggestions which anyone might have concerning any aspect of WRIPAC. I would, however, appreciate input at your earliest convenience.

I would like to start the year by thanking several individuals for their contributions to WRIPAC.

Thank you to Ben Reyes, Riverside County for setting up our last meeting in Riverside. Unless one has performed this activity, it is difficult to appreciate how complicated it can become.

Thank you to the outgoing officers, especially Phil Carlin, City of Tucson whose diligent efforts on our behalf successfully guided us through our third year.

Then I would like to extend special thanks to two of our members who have worked exceptionally hard on behalf of the organization since its creation.

Thank you to Jan Klein, CODESP for her tireless efforts as editor of our newsletter.

Thank you to Jack Feldhaus, Pima County who was the driving force behind the job analysis project.

With your help, I'm looking forward to a successful year for WRIPAC. See you all in September!

KAREN COFFEE
WRIPAC President
1982-1983

WRIPAC MINUTES
May 20 and 21, 1982
Riverside, California

WRIPAC held its twelfth quarterly meeting in Riverside, California on May 20 and 21, 1982. This was the second meeting that was not supported in any way by Federal funds.

In attendance were twelve jurisdictional members and four associate members, plus six guest agencies. Jurisdiction and associate members not present were: State of California, City of Concord, Yolo County, Santa Cruz County, Solano County, City of Tucson, Pima County, Contra Costa County, Clark County, State of Nevada, City of San Diego, City of Las Vegas, City of San Jose, and State of Arizona.

Round Table

As is tradition with WRIPAC, the session started off with a round table discussion. Below are some of the major activities discussed during the round table session.

In general, many agencies indicated tremendous problems with this upcoming budget, rezoning and no growth or, in some cases, minor reductions. Another general topic throughout the session was issues and questions concerning automation ultimatum.

Judy Capaul (SMUD) reported that their agency has recently created an in-house training program dealing with statistics for their personnel staff.

Bob Burd (Washoe County), indicated they have recently completed efforts on their tenth content valid examination as part of an IPA grant. Their agency is now heavily involved in developing a new performance appraisal system.

Steve Boles (San Mateo County) reported that their county has recently completed a county-wide training program dealing with Handicap Legislation (504). Steve also indicated that the intern writing workshop, that was cosponsored by WRIPAC and the Northern California Chapter of IPMA, was a very successful effort. Steve will also be heavily involved with the 1983 Western Regional Conference for IPMA that will be held in San Francisco. Steve indicated that he wants major input into the program from WRIPAC. Steve also suggested an exchange of oral information dealing with dimensions and definitions. This will be covered in greater detail later in the minutes.

Jan Klein (CODESP) urged all WRIPAC members who had used the Federal Clearing House, that is now being monitored by Jan, to return material that they have had. Jan indicates that a large amount of material has been checked out over the years, never to be returned to the Clearing House.

Jurutha Brown (City of Los Angeles) indicated that their item banking procedures are working well. One thing that the City of Los Angeles has done to help lessen the budget problems have been to have operating departments to pay for positions assigned to the Personnel Department and these positions are used to service the operating departments.

WRIPAC Minutes
May 20 and 21, 1982
Riverside, California

WRIB

Throughout the two-day session, Ted Darany and Jennifer French gave a detailed update on what was happening to the WRIB Project. RESPAC is developing an item bank that is highly similar to the WRIB bank. Hopefully, this material will be available to WRIB members some time in the near future. WRIB will also exchange material with the State of Missouri. This would greatly increase the number of items that are available to WRIB participants. WRIB currently contains 24 member agencies and four outstanding offers. Since December 1981, 41 requests for material have been sent out. This breaks down to 6,100 that items have been sent. The WRIB bank now contains over 12,000 items. As a rule of thumb, when agencies request material from WRIB, they should request twice the number of items that they really want. For example, an analyst would want items for a 20-item section in a test, 40 items in that area should be requested from WRIB.

For those of you who want to budget ahead of time, the fee for WRIB services for FY 83-84 would be \$1,500.

Oral Board Project

As indicated earlier, Steve Boles volunteered a coordinator project dealing with compiling and collecting information on dimensions and dimension definitions used by various agencies throughout the region. Steve's time estimates indicated this project would last only several months before the final product would be completed. If anyone has not yet notified Steve as to their interest in the project, please do so immediately as there may still be time to become a participant in this activity.

Business Meeting

Anita Ford led a brief discussion concerning the revised by-laws. Several suggestions were made during the discussion. A mail ballot would be distributed, hopefully prior to the next meeting, so the by-laws can be approved and finalized.

An open discussion was held on to what would be the future direction of committees for WRIPAC. This also led to the discussion of new activities or a new direction for WRIPAC. Some general conclusions that appear to be reached by the groups were: 1) That less time would be devoted to committee meetings on the actual Agenda, 2) More time would be provided for brief formal training presentations as part of the future meetings. Additionally, more structure would be added to the roundtable trying to identify key topics that would be of common interest to most agencies in order to focus the discussions.

The next WRIPAC meeting will be held in September in the Northern California area and a meeting will be held sometime in February in the Southern California area.

WRIPAC Minutes
 May 20 and 21, 1982
 Riverside, California

A new Training and Education Committee was formed since most of the participants of the old Training and Education Committee are no longer actively involved in WRIPAC. This committee will be chaired by Anita Ford, also serving on the Committee will be Terry McKinney, John deSoto, and Steve Boles.

Judy Capaul reported that we had \$4,963.33 as of May 19, 1982.

Respectively Submitted,

Terry McKinney

Terry McKinney
 WRIPAC Secretary

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A MESSAGE FROM PHIL CARLIN

Well, I couldn't go to Riverside and I couldn't go to Minneapolis, but I have been able to go home at night--sometimes!

It was nice to be around when we made the move to self-funding and self-actualization. The cooperation and support was at a consistently high level demonstrating that members do want WRIPAC to survive and succeed.

With any luck at all, I'll see you in Northern California and be able to thank you in person for your support and contribution during our transition year.

We're a good group--we'll get even better!

Thanks.

AND A MESSAGE FROM KAYE EVLETH

The City of Los Angeles is researching current policies and practices in the conduct of interviews as part of the selection process. Examples of topics under study are composition of panels, training and information provided to raters, and remedies to resolve errors occurring during the interview. If you can provide Kaye with any information ASAP (the original deadline was July 15), please write to her at: Personnel Department, 111 East First Street, Room 103, Los Angeles, CA 90012.

AND A MESSAGE FROM JAN KLEIN

Please send to me any materials which either have been borrowed from the Clearinghouse or which you would like to place in the Clearinghouse at this time. I am anxious to make this valuable resource available to all members very soon. Thanks.

WRIPAC MEETING AGENDA

September 16, 17, 1982
 George Gordon Education Center
 500 Court St.
 Martinez, California

September 16, 1982

9:00 a.m. - 9:30 a.m.

COFFEE

9:30 a.m. - 2:45 p.m.

ROUNDTABLE - Come Prepared!

All participants should plan to report briefly on newsworthy events, exams, and issues within their jurisdictions. In addition, our roundtable topic for this meeting will be clerical testing. Each participant should plan to briefly discuss what you are doing with regard to clerical testing in your agency including recruitment (too many, too few applicants), what type of selection process you are using, and what your future plans are in this area. Examples and handouts are encouraged. Each person's presentation should last approximately ten minutes total.

2:45 p.m. - 3:00 p.m.

BREAK

3:00 p.m. - 4:00 p.m.

COMMITTEE MEETINGS

3:00 p.m. - 3:30 p.m. Oral interview dimensions
 3:30 p.m. - 4:00 p.m. WRIB

4:00 p.m. - 5:00 p.m.

OFFICERS' MEETING (plus Phil Carlin, Roger Carey, and Anita Ford)
 This time is available for continuation of committee meetings, if necessary.

5:00 p.m. - ?

DINNER AND GET TOGETHER

September 17, 1982

8:30 a.m. - 9:00 a.m.

COFFEE

Training Committee should meet during this time. This time is available for committees or other small groups.

9:00 a.m. - 10:15 a.m.

BUSINESS MEETING

- By Laws Changes
- Financial Report
- Sale of Ebel Videotape
- Showing of Ebel Videotape at IPMA, San Diego
- Status of Pass Point Tape
- Report on Job Analysis Training, Sept. 14, 15

- Committee Reports
 - Training Committee
 - WRIB
 - Oral Interview Dimension Committee
 - Assessment Center Resources Committee
 - Newsletter
 - Clearinghouse
 - Consortia Liaison
 - Printing and Distribution of Job Analysis Manual
 - February, 1983 Meeting
 - Exact Date, Location
 - Job Analysis Training?
 - Roundtable Topic
 - Special Presentations
 - Award Presentation
- 10:15 a.m. - 10:30 a.m. BREAK
- 10:30 a.m. - 10:45 a.m. BRIEF PRESENTATIONS/REPORTS
- Summary of Court Case: Connecticut versus Winnie Teal
 - Report from the International Congress on the Assessment Center Method (Pittsburg, June 23-25)
- 10:45 a.m. - 11:45 a.m. "COST BENEFITS OF TESTING"
- Ted Darahy, Chief, Employment Division, San Bernardino County will present a model for determining the cost benefits for selection practices and will provide some examples of how the model can be applied.
- 11:45 a.m. - 1:15 p.m. LUNCH
- 1:15 p.m. --2:15 p.m. "CALIFORNIA FIRE FIGHTERS JOINT APPRENTICESHIP PROGRAM"
- Roscoe Hamby, Project Director, California Fire fighters Joint Apprenticeship Program
- The first administration of the labor recruitment program and the selection process will have been completed in Contra Costa County. Roscoe will discuss the specifics of the recruitment and selection process.
- 2:15 p.m. - 2:30 p.m. BREAK
- 2:30 p.m. - 3:30 p.m. "THE DEVELOPMENT OF A READING AND WRITING PROFICIENCY TEST FOR ENTRY LEVEL LAW ENFORCEMENT"
- Dr. John Kohls, Chief of Personnel Research, California Commission on Peace Officers Standards and Training (POST), will discuss the job analysis and test development effort for the POST reading proficiency test. As time permits, John may discuss other interesting POST projects.
- 3:30 p.m. ADJOURNMENT

CPS BEGINS TASK INVENTORY PROJECT

Cooperative Personnel Services has begun an extensive project to develop task inventories for commonly utilized occupational areas. These inventories will provide fundamental job analytic bases for selection, classification, and other management functions. Job data collected and evaluated in this fashion is superior to that obtained by giving employees blank forms and asking that they list their tasks. This approach has a further benefit in that it can significantly reduce the amount of time devoted to personal interviews.

Each task inventory package will include instructions for use, the tasks themselves organized into broad duty categories, tools and equipment, working and environmental conditions, and various rating scales to evaluate frequency, importance, and whether tasks are performed or supervised. Agencies will be able to obtain the inventories at no cost and use the material without further assistance from CPS, or CPS can provide computer processing at a nominal cost. It is anticipated that the inventories will be available sometime this fall for trial administrations.

To date, large amounts of data have been obtained for police and fire classes (entry and promotional), clerical, and engineering classes. We are still searching for good task listings for the following areas:

Library classes: clerical, paraprofessional, and professional
Custodial and Grounds classes
Finance classes: paraprofessional, and professional
Cafeteria Worker classes: basic food preparation and serving

If you either have good task listings for any of these areas or know where they might be obtained, or wish to assist with this project, please contact Karen Coffee at (213) 620-3725.