

NEWSLETTER #019

DECEMBER 1984

PRESIDENT'S MESSAGE

The year 1984 is about to come to an end and the world in which we live has somehow managed to avoid most of the prophecies of George Orwell's famous novel. I don't think this has anything to do with selection or my message, but it does help me get more philosophical.

Some agencies still use "recency" as a factor in evaluating experience. A District Court in Missouri indicated that a policy that considers only recent experience was a *prima facie* violation of the Age Discrimination in Employment Act and Title VII. The Court felt that this policy discriminated against women, and particularly older women. The Court did acknowledge that a recency requirement may be appropriate in some areas. Haskins v. Secretary of HAS, USDC WMO, No. 80-0812-CV-W-6, 6/26/84.

IPMAAC has recently released its Call for Programs for the 1985 conference in New Orleans, June 16-20, 1985. Proposals for individual papers, symposia, panel discussions, etc., are due December 15, 1984. For more information, contact William Tomes, IPMAAC Program Chair, South Carolina Merit System, P. O. Box 50367, Columbia, South Carolina 29250, (803) 758-8930.

On August 1, 1983, the EEOC requested comments from employees and other interested groups/individuals on seven issues related to the current recordkeeping requirements of the Uniform Guidelines on Employee Selection Procedures. During this past summer, EEOC decided to review the Guidelines in its entirety. Apparently, an inhouse analytic paper will be prepared by late 1984 with the possibility of an open meeting in early 1985.

A U. S. District Court ruled in EEOC v. County of Allegheny that refusing to allow individuals over the age of 35 to take the Police Officer Exam was a violation of the Age Discrimination in Employment Act. The District Court made its original decision in 1981 and the Third Circuit affirmed this judgment. In a more recent decision, the

District Court found the County's acts to be "knowing and reckless" and awarded liquidated damages which doubled the monetary recovery provided to the plaintiffs.

Congratulations to our current and former City of Los Angeles reps, Jurutha Brown and Kaye Evleth, who were both recently promoted to the Chief level.

As you will note, the tentative agenda is rather incomplete as a large number of details still need to be worked out. However, we are trying a new format. The majority of the presentations will deal with a specific topic, this time, personality/psychological testing. After it is over, please give me your reactions.

I wish you all well for the coming Holiday Season and look forward to seeing you in 1985.

W R I P A C
January 17 & 18, 1985
Buena Park Hotel & Convention Center

AGENDA

January 17

- 8:30 a.m. - 9:00 a.m. Coffee
- 9:00 a.m. - 2:00 p.m. Roundtable--each member jurisdiction should take no more than five minutes for information sharing on news, new events, examination procedures, announcements, etc.
- 2:00 p.m. - 4:00 p.m. Presentations on personality/psychological testing
- 4:00 p.m. - 5:00 p.m. Committee meetings

January 18

- 8:30 a.m. - 9:00 a.m. Coffee
- 9:00 a.m. - Noon Presentations of personality/psychological testing
- 1:30 p.m. - 3:30 p.m. Business meeting

Financial report (Craig)
1985-86 meeting schedule (Jurutha)
Training program for May meeting
Committee reports

CALIFORNIA POST TURNAROUND TIME NOTED

At the May WRIPAC meeting there was considerable interest in the turnaround time of scoring for the California POST police entry-level test scored by Cooperative Personnel Services. Records indicate that 34% of the time scoring is accomplished in less than five calendar days. Fifty-one percent of the time it takes 6 to 8 days, and 15% of the time it takes 9 to 10 days. This count includes the day material is received, as well as the day on which tabulations of names are shipped out.

The longer processing times typically occur when score sheets are improperly or not fully completed with identifying information.

Total turnaround time includes the mail time to and from CPS as well as the length of time that is taken before sending score sheets in. Quickest service is to arrange the score sheets immediately after the test and send them in express mail. Booklets should be shipped by UPS.

FEAT UPDATE

New analysis of FEAT firefighter physical abilities examination showed a test-retest coefficient of .526 (N=101). The first female academy graduate lowered her score by three minutes (5 minutes, 23 seconds) but still finished last in the class with 22 other academy graduates.

A new record has been established for FEAT competition--3 minutes, 58 seconds. A forty-year-old rookie finished in 4 minutes, 35 seconds. Staff officers are now competing with the best time so far of 6 minutes, 15 seconds posted by a Fire Battalion Chief.

New jurisdictions now reviewing or using a form of FEAT include the City of Fresno and the City of Philadelphia.

TUCSON TESTING

A new Detective examination for the City of Tucson utilizes alternate choice items and has received very favorable acceptance from candidates. This examination will be followed by a Performance Assessment Battery nicknamed "The Michele Schiffer Incident."

The Detective Performance Assessment Battery (a simulated robbery assault with victim interview, suspect interview and report) survived an appeal to the Civil Service Commission. The vote of 4 to 1 sustained staff's contention that a substantial error was not committed in the construction or administration of the various subtests.

The Police Sergeant written examination was constructed using alternate choice and fill-in items. If anyone would like to see a sample, contact Irene Wong, Personnel Analyst.

A recent City Worker exam process resulted in 3,500 applications with 2,014 showing to take the written test based on a pretest booklet.

WRIPAC MINUTES September 13th and 14th, 1984, Phoenix Arizona

President, Terry McKinney opened the meeting at 9:00 a.m. on September 13, 1984. As is the WRIPAC tradition, the round table was the first order of business.

ROUND TABLE

Jurutha Brown (City of Los Angeles)--The City has their CAPS system up and running. CAPS is their mainframe applicant tracking systems.--Jurutha reported a recent California court case in Seal Beach California where the State Supreme Court ruled that Seal Beach could not put civil service charter amendments on the election ballot without meeting and conferring first.

Abe Flory (State of Arizona)--They are considering the possibility of using different selection procedures for classifications which are used at different locations.--They are hoping to replace their clerical testing with OSCAR, an optically scanned supplemental application.

Jim Cutts (City of Reno)--They have had 40 arbitrations in the last three months in the fire department.

Vicki Packman (Salt River Project)--They are working on a new corporate testing policy.

Gail Patrick (Orange County)--The County has just administered the CPS police officer exam. By using a lower pass point than CPS recommended, they found no adverse impact.--They are having difficulty finding qualified clerical employees, so they are planning to recruit in the schools and do on-the-job training with clericals that are hired.

Phil Carlin (City of Tucson)--They have successfully used an alternate choice test for detective. The alternate choice written test was followed by a job simulation test where candidates talked with role-playing "suspects".--A pretest booklet for refuse collector cut candidate groups in half.

Ted Darany (County of San Bernardino)--They are investigating the feasibility of computer assisted career counseling at remote locations.--IPMAAC has a microcomputer users group. The first couple of newsletters have been published by the group.--Keep your eyes open for the December, 1984 issue of IPMA Journal. It is dedicated to selection.--The new IBM PC-AT micro has just been released and is very good. It has three to five times the speed of the IBM PC-XT and it is much easier to expand.

Sharon Pritchard (Arizona Public Service)--They have been hit with a couple of discrimination charges filed on behalf of Navajo Indians, and a nepotism charge.

Jan Klein (CODESP)--CODESP will be offering training this fall in five locations on improving personnel tests and interviewing.

Grant Gilfeather (Arizona Dept. of Public Safety)--The Department has developed in-house personnel programs for the IBM PC.--They are looking for information regarding polygraph exams.

Marcia Kearney (County of LA)--They are currently computerizing their written test items to establish an in-house item bank.

Lisa Patterson (Fresno County)--Lisa needs information from anyone who has removed names from law enforcement eligibility lists based on psychological exams.

Andrea Dagget (Pima County, Arizona)--The first component of their comparable worth study is being completed. The first component is to examine their current classification system (HAY).--They have switched to a two week filing period for classifications rather than an all open/continuous system. They have a higher number of applications now, but no better quality.

John Worcester (City of Sacramento)--The City has negotiated a physical maintenance program for police officers. It is a mandatory program for new employees.--They are trying to handle comparable worth issues by using "roll-ups" for the lower classes within the negotiating process, rather than doing a comparable worth study.--In their most recent fire fighter exam, 42 out of 100 women passed the physical agility.

Bob Burd (Las Vegas Metro Police Dept.)--Metro is getting away from the physical agility testing for police and looking at physical fitness instead. They screen out people based on national norms, so lose about 48% of their applicants. They see an improvement in the academy pass/fail rate and hope to hire people with an overall commitment to physical fitness.--Department of Justice is doing an investigation of their hiring practices.

Dick Neufeld (Santa Barbara County)--Their fire department is now on a "fitness kick". They have negotiated an agreement where one hour per day is allowed for fitness programs. The program is voluntary.--Santa Barbara County is changing their civil service rules. One that has helped greatly with the workload is allowing lists to be extended up to four years. They had a strict one year rule before.

Craig Wong (Sacramento County)--The County is under a hiring freeze until after the election results on the Jarvis Initiative.--They are increasing the use of in-basket exams.

John Hill (Clark County)--They are going to court as the result of an assessment center in the fire department. The claimant is claiming that the multiple panels rated differently. However, there were no differences in the mean scores.

Steve Boles (San Mateo County)--Their personnel department is reorganizing. They are currently functioning as specialists. They are going to assign analysts to do all the personnel work within a department.--They are doing assessment centers for their Public Works department for training and development purposes.--They are defending an appeal to their civil service commission of a rejection of a male nurse to work in the female jail. The county is defending it on the basis of privacy of those detained.

Dave Sanchez (City of Las Vegas)--The city had the Department of Justice investigating a discrimination claim in the fire department. The WRIPAC job analysis had been used. After the initial request for information, the

department ceased the investigation.--Dave drew our attention to the case of Bushy vs. the New York Civil Service Commission. The case addresses the use of flexible pass points for affirmative action purposes.

Russ Strausbaugh (City of San Jose)--The city recently lost a medical standards case at FEHC. They had disqualified a police officer with spondylolisthesis, using a San Bernardino County type validation study. A FEH administrative law judge said that the FEH standard is strictly "can the person do the job today" and does not consider imminent risk of injury.

Terry McKinney (City of Phoenix)--They have recently changed their civil service rules to allow less than a two week recruitment period and eliminated their advertising requirement. They have had few complaints and had no major changes in ethnic composition of their applicant group.

Dick Allen (City of Concord)--They have negotiated a drug and alcohol policy for the City.--They are getting pressure from their unions to meet and confer on salary classification and testing.--They have started a Quality Circle pilot program.

Jack Feldhaus (Pima County)--They are working on a multi-purpose job analysis system.

PRESENTATIONS

Jim Cutts and Russ Strausbaugh gave a presentation on consent decrees that their jurisdiction has entered into.

Rick Cohen, an attorney for the City of Phoenix, was the second presenter. He gave an attorney's prospective of the "new complacency" he sees from top managers regarding discrimination cases. His advice was, "don't relax." He sees more systemic action on the part of the regulatory agencies and courts so what seems to be a simple case to defend may turn into a class-action suit.

John Worcester, City of Sacramento, gave a presentation on how they have contracted with departments for the services their personnel department provides for the year. Because of limited resources in the Personnel Department, the user departments had to choose which projects they could live without for the year. John listed three major advantages to this method; 1) it is an orderly way of setting priorities, 2) it takes the heat off the personnel department, 3) the user departments have gone to bat for John to help him justify adding personnel analyst positions to his staff.

Jurutha Brown, City of LA, discussed the pros and cons of using promotability ratings as a weighted part of an exam.

BUSINESS MEETING

Craig Wong presented WRIPAC's current financial status.

Steve Boles was appointed Audit Committee Chair.

Jurutha Brown is chairing the Meeting Location Committee for 1985-86. Recommendations for meeting locations were: Orange County in January, 1985, and Sacramento, in May 1985.

Steve Boles was presented with a Past-President's plaque and thanked for his contributions to the organization.

Howard Perkins, County of Orange, reported on arrangements for the January meeting. The meeting will be held in the Buena Park Hotel; room rates are \$39.00 per night. There is a shuttle from LAX and Orange County Airport to Disneyland, and the Buena Park Hotel has a shuttle from Disneyland to the Hotel.

Meeting topics for the January meeting will include psychological testing of law enforcement and fire, chaired by Dave Sanchez and Bob Burd. Ted Darany will chair a session on the affective domain.

An idea for a theme for future meetings was computerized devices for such things as recruiting and psychological testing.

If any one would like to look at CAPS (City of LA), Jurutha will arrange a visit.

Ted Darany reported on WRIB. Current membership stands at 44, and there are 23,000 items in the bank. They expect to send out a new list of categories by the end of the year.

Jurutha reported on the progress of the staff development manual. The plan is to have all authors make comments on all chapters and get the comments back to the chapter authors for revision. Jurutha will then ask other WRIPAC members to review all that has been done for input. This is planned to be done before the January meeting in Orange County.

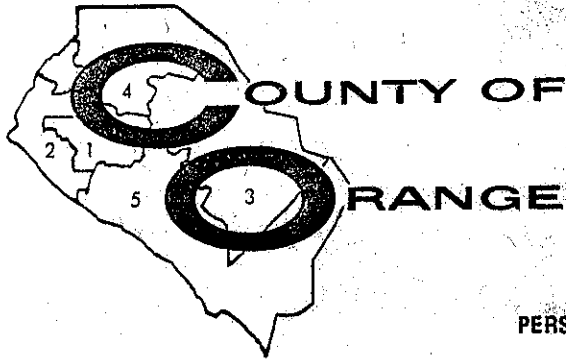
Jan Klein made a report on the newsletter. The deadline for newsletter items is November 16th.

Jan also made a consortia report. MAPAC will be meeting in Philadelphia October 17th and 18th. The Pacific Northwest Personnel Selection Group meets once a year. They are planning a two-day conference on December 10th and 11th. GLAC met in June. None of the other consortia seem to be meeting.

The group discussed whether or not WRIPAC wanted to again sponsor a workshop or speaker at the IPMAAC conference in New Orleans. The consensus was that WRIPAC wanted to sponsor a speaker, but did not want to be last on the program as we have been the last couple of years. Jurutha Brown will contact Anita Ford to get ideas on speakers and topics.

The group discussed future training plans and tentatively decided on planning another test construction workshop for the May meeting. Jan Klein will explore if Al Maslow would be available for a training session on statistics for our January meeting.

Lucy Capaul
Secretary



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PERSONNEL DEPARTMENT

November 7, 1984

Dear .

The County of Orange will host the next Western Region Intergovernmental Personnel Assessment Council (WRIPAC) meeting which is scheduled for January 17 and 18, 1985. The site of the meeting will be the Buena Park Hotel and Convention Center.

Enclosed you will find a room reservation form. The hotel has indicated that it prefers all WRIPAC representatives make reservations directly with them prior to December 16, 1984.

Room rates at the Buena Park Hotel are \$39.00 per night plus 8% bed tax for either a single or double. The same room rates will be in effect for those who wish to spend a recreational weekend in Southern California following the WRIPAC meeting.

For your edification, the Buena Park Hotel is located next to Knott's Berry Farm and 10 miles by complimentary shuttle from Disneyland. (The Disneyland Hotel provides transportation to and from both the Orange County John Wayne Airport and the Los Angeles Airport.) For those traveling by auto, the hotel is easily accessible from the I-5 or 405 Freeways. (Just follow the signs to Knott's Berry Farm.)

Hope to see you in January.

Cordially,

Howard Perkins
Recruitment Coordinator

HNP:sa

Enclosures