

NEWSLETTER #20

August 1985

## Outgoing President's Message

This is my final message as President of WRIPAC. I want to thank the membership for giving me the opportunity to serve as your president for the past year. Additionally, I would like to thank my fellow officers and everyone else in the group who were so helpful and cooperative in making this year a success.

As I look back upon the year, I find a number of activities that I am very satisfied with and one major disappointment.

At our January meeting, we attempted a new format, that is devoting most of the program session to a single topic, that was psychological testing. I have been very pleased with the result of this and I hope that future presidents attempt to incorporate this format whenever possible. I am also extremely pleased with both the financial and educational success of the training program that was

Largely due to the efforts of Ted and Jennifer at our May, Sacramento meeting. Financially this has been the most successful project undertaken by WRIPAC. I am very pleased to see that WRIPAC has made the financial commitment to produce a usable product from the video tape from our past training programs. My thanks to Phil Carlin for his efforts on this project. At the IPMAAC meeting in June, I had the privilege of introducing Dr. Cabot Jaffee as our WRIPAC-sponsored speaker. This continues in our long line of having well-known individuals in the personnel assessment field speak at IPMAAC on the behalf of WRIPAC. While the death of Steve Bemis was a tragedy to all those in the selection profession, I am very proud to be part of an organization such as WRIPAC that is making a substantial contribution to a memorial fund on behalf of Steve.

The one area this year that I feel disappointment about was our failure to finalize and complete the Employee Development Manual. This project has lasted several years and I was hopeful that we could complete it this year. I hope those members who have yet to complete their chapters will complete them as soon as possible so that we can get that project completed early in the coming year.

I would like to congratulate the officers elected. To no one's surprise, our officers for the coming year are: President - Jurutha Brown, City of Los Angeles; Vice President - John Worcester, City of Sacramento; Secretary/Recorder - Bob Burd, Las Vegas Metro Police Department; Treasurer - Mary Kaerth, City of Oceanside. I wish all these new officers success and ask you to give them the same support and cooperation that you have given me in the last year.

Terry McKinney

## New President's Message

I am honored to have been selected as WRIPAC president for 1985-86. Our organization continues to thrive and grow and to develop the reputation of being a consortium that serves both its membership and the assessment community at large. Our past presidents have set high standards and it is my goal this year to, with the help of every member, continue the WRIPAC tradition of achievement.

The discussions during our May meeting point out two, seemingly opposite but actually compatible, directions for WRIPAC next year: "Back to Basics" and "Onward and Upward". On the one hand, the membership has recognized a need for the organization to remain ever-conscious of our early goals and purposes and to promote and enforce the policies and procedures established to ensure that we all get from the organization what we put in. On the other hand, as the most vital of the surviving consortia, WRIPAC is called upon and inspired to achieve bigger and better things in setting the standard for intergovernmental cooperation. These directions are not contradictory. It has made our prior achievements possible.

I urge each of you to reflect on the participation, cooperation and commitment you can give in 1985-86 to ensure the continued vitality and success of WRIPAC. During the next year, I plan to encourage, request and coerce all member jurisdictions to become actively involved in the affairs of the organization.

Every idea, new or old, is welcome.

I look forward to the next twelve months of working with each of you and hope to see you all in San Jose in September.

Jurutha Brown

## WRIPAC Committees

The WRIPAC by-laws require that all member agencies work on at least one committee or other activity to maintain membership. There are several existing committees and we have a need to reconstitute or form others. Please come to the September meeting ready to indicate those committees you are on and whether you wish to continue on them. If you are not involved in a WRIPAC activity, please be ready to choose a committee or other activity to work on next year. If you have an idea for a new project, please contact Jurutha Brown at (213) 485-2934 before the September meeting.

## IPMAAC Host Committee Chair

For the first time, an organization has been named to chair an IPMAAC committee. IPMAAC President-Elect Bruce Davey announced that WRIPAC will chair the Host committee for the 1986 IPMAAC Conference to be held in San Francisco, May 22-26, 1986. Steve Boles has agreed to coordinate this activity. Additionally, another WRIPACer, Jennifer French, has been appointed as IPMAAC Program Chair for the 1986 conference.

## Minutes

The meeting was called to order by President Terry McKinney at 9:15 a.m. on May 9, 1985, in Sacramento, California. SMUD and the City of Sacramento were the host jurisdictions. As is the WRIPAC tradition, the Roundtable was the first order of business.

### ROUNDTABLE

Gloria Arredondo (City of Oakland)

- . They have given a fire fighter exam on which there was no adverse impact.

Josie Morlin-Ragas (City and County of San Francisco)

- . She has been doing a lot of work testing for trades occupations.

John Worcester (City of Sacramento)

- . The City has used random selection at the application stage for candidate reduction. They have received very few complaints.
- . The City Attorney's opinion is that they must negotiate civil service rule changes.
- . The City has been using POST physical agility tests for entry level peace officers. John recommends looking closely at the pass point recommended by POST because he thinks it is too low.

Mary Kaerth (City of Oceanside)

- . They have completed a joint assessment process for three different jobs (building official, engineer and planner). The departments are very happy with the results.

Diane Landeros (County of Riverside)

- . They are currently phasing out their interest card system.

Paul Jeppesen (California State Personnel Board)

- . The Personnel Board is still busy decentralizing its testing function. A selection task force is looking at examining methods. Final recommendations will not be adopted for several months.
- . The Board has used random selection, but only after lists have been established.

Howard Perkins (County of Orange)

- . The County is doing a survey on clerical retention problems. Howard will give us results at the next WRIPAC meeting.

Cindy Kasten (County of Solano)

- . They are in the midst of a classification study for every position in the County. Cindy hopes to be able to report on results next meeting.

Phil Carlin (City of Tucson)

- . They are developing a longitudinal study to track entry level police recruits for three years. They will start at the testing process and track through the academy and probationary periods once they hit the streets.
- . They have had good results with on-site test scoring so that the candidates have instant results.

Ken Kruger (POST)

- . Ken is working on five major projects for POST:
  - 1) update of medical standards,
  - 2) national survey on health and wellness,
  - 3) update background investigators manual,
  - 4) validating proficiency exam,
  - 5) developing users manual for the physical proficiency test.

Dave Colby (Tulare County)

- . They have been having a problem with high failure rates with their psychological testing.

Bob Burd (Las Vegas Metropolitan Police Department)

- . The Department of Justice is still investigating their Department.
- . They are currently doing reading level indices on all of their tests.

Craig Wong (County of Sacramento)

- . The County has had a 28 percent increase in applicants over last year.
- . They tried administering a physical agility test in ranked groups, i.e., highest ranking on the written scheduled first. This did not work well, and they are going back to testing everyone at once.

Bill Donnoe (Cooperative Personnel Services)

- . CPS will become a joint powers authority in July.
- . The California Test Development Field Center will become part of CPS.

Ted Darrany (County of San Bernardino)

- . WRIB now has 24,000 items in the bank and six mega-bites of history. Membership has been frozen at 50 jurisdictions for over six months, but procedures have now changed so that cap can be removed. They are still looking at the ability to add computer graphics to the item file.
- . Ted is interested in a consortium to do executive searches for public agencies. He sees a possibility of three levels of service:
  - 1) A data base of advertising sources, consultants, media methods, etc.
  - 2) Cooperative searches for high level recruitments.
  - 3) An actual executive search firm.

If interested, call Ted.

Jennifer French (County of San Bernardino)

- . Jennifer reported on the bio-data study for eligibility worker. They have been collecting EW biographical data on applicants from San Bernardino County and other participating jurisdictions since 1980 with the intent to project turnover. They currently have about 450 cases, but turnover has been so low since 1980 that predictions cannot be made.

Megan Corey (City of Santa Cruz)

- . They are in the process of working out arrangements to share a Police/Sheriff list with the City of Santa Cruz.

Laurie Waldman (Santa Cruz County)

- . Their recruiting campaign for Sheriff was very successful. They ended up with nine females on the eligibility list.
- . Lori is looking for information regarding bio-data for entry level classes.

Barbara Wood (County of San Mateo)

- . They have set up a computerized retiree skills bank. There has been limited use, but the experience has been very positive.
- . Barbara would like information on clarifying and communicating career ladders to employees.

Bob Sobaje (Alameda County)

- . They are also working on developing career ladders within each department.

- . They have eliminated the use of bilingual eligibility lists.

Grant Gilfeather (Arizona Department of Public Safety)

- . Bilingual television recruitment has been very successful for them.
- . They have had success with a 40-50 foot tower climb for communication technician. Safety harnesses were used.

Richard Heyne (Contra Costa County)

- . A combined recruitment for deputy sheriff and fire fighter worked very well for them.
- . They have been using random selection for quite a while, but they stratified the selection based on the original applicant pool.

George Rost (City of Los Angeles)

- . The City has shared lists with other jurisdictions but only below the point where they were going to use the list.
- . They are having a continuing problem recruiting clericals. They have tried daily testing which has helped to keep positions filled.
- . George needs information on testing police service representatives, i.e., those taking the 911 calls and handling dispatch. They have had a problem with retention.
- . They have eliminated the use of bilingual eligibility lists.

Terry McKinney (City of Phoenix)

- . The City surveyed user departments on quality of clerical hires. Fifty-two percent thought the referrals were satisfactory.

Rich Joines (Management and Personnel Systems Incorporated)

- . Rich has available an assessment center manual, which is a cook book on setting up assessment centers and training assessors.

Karen Coffee (State Personnel Board Women's Program)

- . The Women's Program has published a sexual harassment investigators guide.

Anita Ford (Los Angeles Unified School District)

- . The District has developed a series of generic interviews which are exclusive of specific classifications. Candidates receive factor scores which are applied to any class within a series for which the candidate is applying.
- . The District is still working on an in-house automated item bank.

#### PRESENTATIONS

A presentation was given by Steve Nettles of Assessment Systems Incorporated. Steve's presentation was on the capability of ATG, a software package designed for test development.

John Berner did an update on POST activities. He discussed POST's recommendations on psychological screening and recommended standards for a physical conditioning program.

Aubrey Kesterson and Lee Zeltzer from Human Resource Interface gave a presentation on Sigma III applicant tracking system.

## BUSINESS MEETING

Craig Wong gave a financial report; our balance as of the end of the first quarter of 1985 is \$5,181.26. This, of course, would not include the receipts or bills from the Sacramento training session in May.

Jurutha Brown recommended that the City of Oceanside and Metropolitan Water District of Southern California be voted in as WRIPAC members. The vote was affirmative. Oceanside's representative will be Mary Kaerth. Metropolitan Water District's representative will be Lorraine Alstadt.

Karen Coffee chaired the nominations committee and recommended the following slate of officers:

President - Jurutha Brown  
Treasurer - Mary Kaerth  
Secretary - Bob Burd  
Vice President - John Worcester

Terry McKinney will mail ballots to all members.

The September WRIPAC meeting will be held in San Jose on September 12th and 13th. Jennifer French will do a one-day training session on September 11th. The meeting theme will be: what can we do from a selection standpoint to reduce high turnover in high stress jobs?

Ideas for new committees were discussed. The one that generated the most interest was a committee to generate predictive bio-data for certain jobs.

A discussion was held regarding reinstating the training committee to screen consultants who want to give presentations at our meetings. The point was made that we should entertain consultant presentations only if they have some training value to the group.

Jurutha will put a reminder of the bylaw requirements for membership in the next Newsletter.

## COMMITTEE REPORTS

Test Development Manual - Jurutha has not yet received final chapters from contributors. She will send those that are completed for editing.

Steve Boles will be invited to the next WRIPAC meeting to discuss results achieved by the Oral Dimensions Bank Committee.

Phil Carlin is still working with a contractor to produce video tapes of WRIPAC training. He expects to have one finished product by the San Jose meeting.

## OTHER BUSINESS

Karen Coffee requested funds for a memorial for Steve Bemis who was killed in a car accident in March. Since he had contributed so much to the personnel field, other personnel associations were being approached to establish a fund to either 1) set up a scholarship fund at his alma mater, or 2) make an annual award for some practical contribution to the personnel field. Karen asked that WRIPAC contribute \$1,000 to this fund. The membership okayed Karen pursuing the establishment of the fund with the understanding that WRIPAC preferred option

# WRIPAC

September 12 & 13, 1985

## TENTATIVE AGENDA

### Thursday, September 12

- 8:30 am - 9:00 am COFFEE
- 9:00 am - 2:00 pm ROUNDTABLE - Each member jurisdiction should take no more than 5 minutes to share new information, events, etc. related to assessment.
- 2:30 pm - 3:30 pm TESTING STANDARDS UPDATE - Presentation on the high points of the new Standards for Educational and Psychological Tests and report on any progress with the revision or re-endorsement of the Uniform Guidelines on Employee Selection Procedures.
- 3:30 pm - 4:30 pm Committee Meetings

### Friday, September 13

- 8:30 am - 9:00 am COFFEE
- 9:00 am - 10:00 am DISPATCHER SELECTION AND PLACEMENT - Presentation on the problems faced by one jurisdiction in the recruitment, selection and retention of emergency dispatch personnel.
- 10:15 am - 12:15 pm BIODATA - Presentation providing an overview of the development and use of biodata questionnaires in selection.
- 1:30 pm - 3:30 pm Business Meeting  
Financial Report  
Training and Program for January  
1986 Conferences  
Staff Development  
WROD  
Newsletter  
WRIB

## SEPTEMBER WRIPAC MEETING INFORMATION

WHEN: September 12 & 13, 1985

WHERE: San Jose Convention & Cultural Facilities  
Mc Cabe Hall, Meeting Room #3  
145 West San Carlos Street  
San Jose, CA 95113

- ACCOMODATIONS:
- St. Claire Hilton  
Market & San Carlos Streets  
San Jose, CA 95113  
(408) 295-2000  
\$60 single or double plus 8% tax
  - Holiday Inn-Park Center Plaza  
282 Almaden Blvd.  
San Jose, CA 95113  
(408) 998-0400  
\$53 single or double plus 8% tax

### RESERVATIONS:

Make reservations by calling either of the hotels directly and mentioning you're with WRIPAC to get the above group rates. Call by mid-August to insure getting a room.

### AIRPORT TRANSPORTATION:

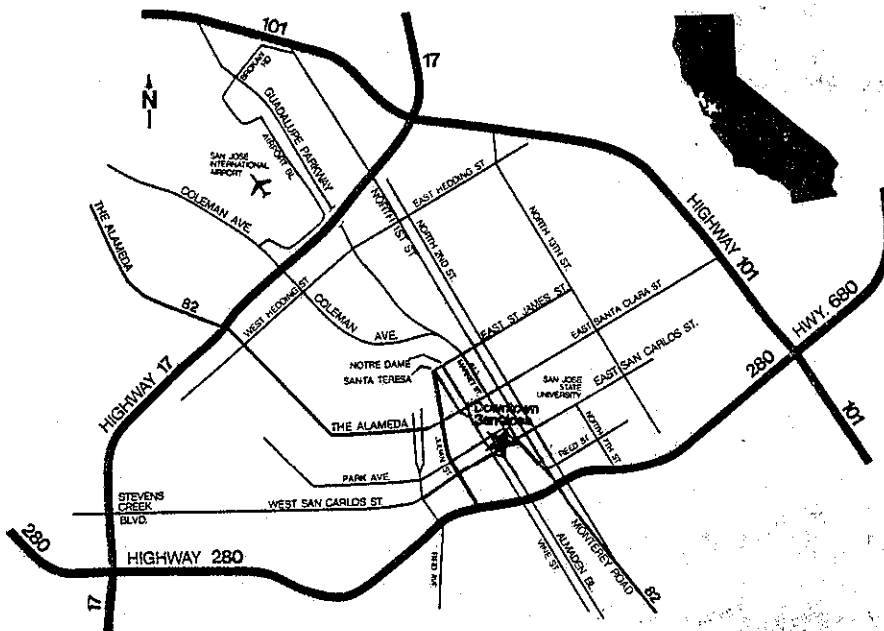
Free shuttle service between the San Jose Airport and both hotels is available. Call from the hotel directory in the baggage claim area.

### QUESTIONS:

For questions, help or advice call Russ Strausbaugh (408-277-4938), Gloria Hester (408-277-4938), or Dave Armstrong (408-277-4462)

## San Jose Convention and Cultural Facilities

### FREEWAY MAP



## San Jose Convention and Cultural Facilities

### AREA MAP

