



NEWSLETTER #22

December, 1985

PRESIDENT'S MESSAGE

In the last newsletter and at the September meeting, I talked about the past and the future of WRIPAC as they relate to our plans for this year. The comments and suggestions that have come from member agencies and the activity over the past few months have resulted in a January meeting that includes some old things and a few new ones.

Under the category of "old business," we will once again include a topical roundtable on Thursday afternoon to allow a focused discussion of background investigations. We will also be "premiering" several videotapes that Phil Carlin has produced from various WRIPAC training programs and start our next business venture. "New business" items will include initial discussion of some new committees and projects as well as WRIPAC's involvement this year in major conferences being held in our region.

I am very pleased about the response to my request that all members become involved in WRIPAC activities. Many of you have made or reviewed commitments to keep WRIPAC a vital and valuable organization. Let's keep up the good work!

JURUTHA

NEW COMMITTEES AND PROJECTS

At our April meeting, several people expressed interest in forming new committees or starting new WRIPAC projects. Some of the specific areas of interest mentioned were Human Resources Planning, Executive Recruitment and Data Entry Operator Performance Testing. In addition, interest was expressed in reviving and/or revitalizing the Training Committee and the Oral Dimensions Committee. Time will be available at the January meeting for interested members to get together and share their ideas and decide if these committees are viable WRIPAC endeavors and what they will do.

JOB OPENINGS

Employment Specialist (Personnel Analyst). Performs wide range of personnel activities in the recruitment, referral and consultation activities related to managerial, professional, technical and administrative positions. Salary: \$1971-2856 monthly. Send resume with cover letter indicating qualifications to: UCLA, Staff Employment Division, Attn: Cynthia Cohen, 405 Hilgard Avenue, 2338 Ueberroth Building, Los Angeles, CA 90024.

Personnel Analyst. Provide support to the Personnel Relations Staff on a variety of projects and issues related to employment and affirmative action. Submit resume and salary history to: Susan Williams-Guerra, Professional Staffing Coordinator, Southern California Gas Company ML 303H, P. O. Box 3249, Terminal Annex, Los Angeles, 90051.

The City of San Diego, CA, is recruiting for the following positions:

Assistant Personnel Analyst: \$1816-2204 monthly. Requires education equal to college graduation with a Bachelor's degree and one year of professional personnel experience.

Associate Personnel Analyst: \$2204-2661 monthly. Requires education equal to college graduation with a Bachelor's degree and two years of professional personnel experience.

Applications are available from City Administration Building, 202 C Street, San Diego 92101, or by calling (619) 236-5753.

JANUARY MEETING INFORMATION

WHEN: January 16 and 17, 1986

WHERE: Viscount Hotel (adjacent to LAX)
9720 Airport Boulevard
Los Angeles, CA
(213) 645-4600

ACCOMMODATIONS: \$60.00 plus tax, single or double. Make reservations by calling the hotel and mentioning that you're with WRIPAC to get the group rate

AIRPORT TRANSPORTATION: The hotel provides a free shuttle service from Los Angeles International Airport

QUESTIONS: Jurutha Brown (City of Los Angeles) at (213) 485-2934

WRIPAC

January 16 - 17, 1986

Tentative Agenda

Thursday, January 16, 1986

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

COFFEE & VIDEOTAPE VIEWING - During an expanded coffee period, interested members can view some of the products of WRIPAC's training ventures.

9:00 a.m. - 2:00 p.m.

ROUNDTABLE - Each member jurisdiction should take no more than 5 minutes to share new information, events, etc., related to its selection program.

2:30 p.m. - 4:00 p.m.

ROUNDTABLE II: BACKGROUND INVESTIGATION - A special "topical" roundtable will center around standards, policies, procedures and problems of background evaluations. If you have information to share or specific issues you would like to have addressed, please call Jurutha Brown at (213) 485-2934 by January 6.

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

COMMITTEE MEETINGS

Friday, January 17, 1986

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

COFFEE & VIDEOTAPE VIEWING

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

TESTING STANDARDS UPDATE - Presentation on the high points of the Standards for Educational and Psychological Tests and the current status of the Uniform Guidelines on Employee Selection Procedures.

10:30 a.m. - 12:00 noon

DRUG TESTING IN SELECTION - Presentation and discussion on the legal, technical and policy issues surrounding drug testing in the selection process.

1:30 p.m. - 3:30 p.m.

BUSINESS MEETING

WRIPAC MEETING MINUTES - SEPTEMBER 12, 1985

Committee sign-up sheets passed around.

Jurutha Brown (City of Los Angeles)

* Report on those not present:

John Klein: one day workshops on Performance Test Development and Administration.

* Jurutha's report:

Police and Fire: revamping recruiting process for Fire, emphasizing promotional opportunities for blacks; requesting \$1,000,000 for staff, etc.

POST reading and writing: City against mandated test; development of tests a local issue is City's position.

FLSA: filed suit about no phase-in period; looking for co-suers.

Karen Coffee (State Personnel Board)

* Lost the Local Merit division

* Law enforcement recruiting resource: 2,000 sources in data bank. State information broken down by seven regions.

* (916) 322-2968 is Karen's new phone number.

* Women in trades project: brochures developed for recruiting purposes.

Terry McKinney (City of Phoenix)

* Legal-size paper is now illegal due to bill by Legislature.

* Lost five percent of women officers in police department due to alleged drug usage.

* Freedom of Information Act: applicants have claimed they have right to names on lists, test information. Requests have been from news media and disgruntled applicants.

* 425 recruitment activities: 50 percent increase from the previous year due to abolishment of two-year eligible lists and adoption of six-month lists.

Craig Wong (County of Sacramento)

* Sigma III from Jack Feldhaus going on-line.

* Cable TV: government channel is listing job announcements.

Mary Kaerth (City of Oceanside)

* Police Lieutenant assessment center: assessment issue is dispatcher turnover solution.

* Consortia in southern San Diego area for recruiting is goal for this year.

* Give Firefighter pre-employment psychological tests.

John Worcester (City of Sacramento)

* Administered POST - developed physical agility tests. Three hundred nine took test and only three failed. Gave applicants a pre-test workshop. POST cutoff is too low but test is good.

* Found out that State law requires a psychological test be given, but not that the person pass the test.

* Prioritization program: in third year; each year his department received additional positions.

* Have SIGMA III: found that their scantron doesn't communicate with his computers.

* Allow transition without exams after six months of successful performance/training and use this as a means of moving women into blue collar jobs.

* Use random selection in application process. Have changed rules so that disabled are exempted.

George Rost (City of Los Angeles)

- * Had 3,100 applications for meter reader.
- * Handicapped accommodations being requested for written tests. What do others do for those with learning disabilities? Tape record or read to them. There are some cases when City does not make accommodations. (San Diego gives additional time for exam. State of California accommodations should be reviewed.)
- * Clerical report on new comparable worth salaries: number of candidates and quality has not significantly changed. May even be worse. Two hundred fifty candidates a week are tested.

Helen Crowell (Alameda County)

- * Have a translator's exam developed by Berlitz (validated). Six languages: Vietnamese, Cambodian, Korean, Spanish and Japanese ?

Sandi Hidek (City of San Mateo)

- * Currently have free cable TV and radio advertising.
- * A Hispanic station requested to list openings free of charge.
- * Joint recruitments with five other agencies; proves to be cost effective.

Betty (Santa Clara County)

- * With new positions, will test for every classification within a 12-month period that has more than four incumbents.
- * Quit chairing oral exams.
- * Contract with women service groups to do exam proctoring; looking into retirees.

Dave Colby (Tulane County)

- * Ralph Anderson did Personnel Director recruitment for the County and the new director, John Thomas, happens to be from his firm.

Barbara Wood (San Mateo County)

- * Executive recruiting consultations with integration of Personnel Department process.
- * Career mobility and retention; pilot project; actual exchange program with upper and mid-management rotation for temporary periods.
- * Retiree skills bank is successful. Have information from recent retirees and update on ongoing basis. Is computerized and they certify retirees for backfilling leaves or extra help. One hundred twenty-five people placed so far.

Bill Ray (Contra Costa County)

- * Service Worker exam: continuous; reduce applicants through stratified random process.
- * HEBN (Hispanic East Bay Network): lunch with 110 participants giving two-minute presentations before public/private agencies on job qualifications; \$8 lunch.

Sherry Dolan (Kern County)

- * All EH administered through Affirmative Action Office: departments then can't circumvent AA goals; applicants still have to go through competition for regular positions.
- * In-house applicant tracking system being implemented.
- * Psychological evaluations implemented.

Angie Bifano (SMUD)

- * Judy Capaul on parenthood leave.
- * Nuclear plant going through replacement of top staff.
- * Established drug policy in nuclear plants after temporary workers took drug breaks for lunch. Based on Edison Company program.

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Angie Bifano (continued)

- * Pay for performance program. Have two pay systems: one for nuclear employees, one for non-nuclear employees.
- * Have developed own standard contract for use with search firms.
- * Experiencing immigration problems with Canadian applicants.

Jim Caves (County of Riverside)

- * Purchasing mini-computer for self-certification for large classes (i.e., clerical).
- * Need to attract females for Deputy Sheriff. Asked to find out what others have used other than work force statistics for setting hiring goals for women in law enforcement.

Dave Gonzalez (Sonoma County)

- * Correctional Officer: needs written exams. Psychologist said current candidates should not be there based on their tested behavior.
- * Extra help: illegal to keep on year after year. Needs to define a new policy.

Gail Patrick (Orange County)

- * Arthur Young Management Study of 600 positions.
- * Clerical Study results available at next WRIPAC meeting.
- * Psychological evaluation: George Hardgrave assisted in selection process.
- * POST: every Saturday test over 100 Deputy Sheriff applicants. POST indicate they can't accommodate that number weekly. Opposed to mandatory POST test.

John Hill (Clark County, Nevada)

- * Accept typing self-certification with proof from secretarial schools, etc.
- * 600 vacant positions: 200 authorized to be filled now.
- * For Fire recruitments, have a drug test for medical exam.

Michael Kemp (City of San Diego)

- * Meter reader exam: process 1,200 applicants a day. Use supplementary application only. Don't rank the supplement.
- * Converting Engineer exams from problem exercises to multiple choice tests.
- * Exam priority guidelines (Sacramento - process): ranking by, one, public safety; two, all others. Service levels have increased.
- * Have a drug screening program: all non-City employees on open exams. Primary test, if positive a secondary test is given.
- * Dispatchers: retention problem.

Herman Long (City of Long Beach)

- * Dispatchers: retention/attraction problems. Test continuously for last year and a half. Gave typing tests and incumbents failed (12 wpm, 40 minimum)
- * Police Officer exam: 1,600 to orals; 75 percent minorities and females in academy class of 40.
- * Gearing for firefighter exams in November. Last tested in 1980.

Jim Cutts (Reno Civil Service)

- * Considering reorganizing Personnel Department and Commission into one.
- * Do background checks on all employees. Have four different levels of tests.

Lisa Patterson (County of Fresno)

- * Recruiting for a Detention Facility Construction Manager.
- * Had an essay component on Sergeant/Lieutenant exam. A consultant did grading of essay.

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Lonnie Hayhurst (City of Fresno)

- * Firefighter exam with no appeals; first females hired. Firefighter Association assisted with test development which probably accounted for no appeals.
- * City-wide clerical study with Ralph Anderson - 400 positions.

Robert Lee (Los Angeles County Office of Education)

- * Ralph Anderson Study of all management positions.
- * In-house applicant tracking system implemented.
- * Developing testing for data entry positions for stand-alone computers utilizing ROP instructors.

Doug Dahlimy (Solano County)

- * Implementing Ted Darany's Apple-Track system.
- * County-wide class study: 70 percent field audit rate; second year of a one-year project.
- * MSA on-line payroll system.

Grant Gilfeather (Arizona Department Public Safety)

- * Direct access to personnel files from mainframe.
- * Performance appraisal computerized on scantron.
- * Comm Tech performance test: climb a 50-foot tower; also lifting test
- * Longevity study of cadets from training academy.

Russ Strausbaugh (City of San Jose)

- * Fire: 2,600 applications, 15 boards and 800 candidates to produce four-year list.
- * Department heads retention problems.
- * Automated personnel measurements reports provided quarterly by department.

Kirk Burger (Cooperative Personnel Services)

- * Installing TRAC system.
- * Revising all stock tests.
- * Staff now assigned by area code.
- * Sacramento County/California Youth Authority Probation Assistant PAT available free of charge.

FINANCE REPORT

Exemption from IRS because did not make \$25,000 last year. High balance due to IPMA/Mother Lode joint training.

STEVE BEMIS AWARD

One thousand dollars contributed to memorial award. Also, \$1,000 each from PTC, Southern California, Metro Washington and IPMAAC. Awarded for practical contribution in field of personnel.

VIDEO TAPE PROJECT - SOLICITING INPUT

Phil Carlin trying to come up with marketable product. Series of Half-hour tapes; single topic or single issue. Determine price after product examined.

NEWSLETTER

Newsletter deadline, November 29. Jan Klein would like before Thanksgiving.

STAFF DEVELOPMENT COMMITTEE

Reviewers comment to authors and final drafts by January meeting.

WESTERN REGION IPMA IN APRIL

Selection and Affirmative Action tracks two 1½-hour sessions sponsored by WRIPAC. Based on WRIPAC efforts on Testing Manual. John Worcester will develop.

WROD

Steve Boles will report next meeting. Either revitalize committees or kill them.

IPMAAC - WRIPAC CHAIR HOST COMMITTEE

Steve Boles will chair the committee. Scheduled for June 15 - 19, 1986. Howard, Grant and Angie will help Steve. WRIPAC sponsor of speaker, Anita Ford.

NEW WRIPAC DIRECTORY

Just include members and test exchange. List alternates; Grant, Michael and Charlene will compile.

JANUARY 16 AND 17, 1986: Los Angeles meeting, Orleans Restaurant for dinner.

MAY 8 AND 9, 1986: Las Vegas.

SEPTEMBER, 1986: Santa Cruz.