

# WESTERN REGION INTERGOVERNMENTAL PERSONNEL ASSESSMENT COUNCIL WRIPAC

NEWSLETTER #24

AUGUST, 1986

## PRESIDENT'S MESSAGE

Many of the WRIPAC members I've talked with recently have expressed a desire to re-emphasize its technical aspects. The consensus seems to be that we should return to more technical presentations and training. I agree. I think one of the principal services an organization like WRIPAC can provide is technical development, both for its members and other assessment professionals. With that in mind, I'd like to see us stress such topics as job analysis, exam development, selection techniques and alternatives, etc. And, I think we'd do well to concentrate particularly on the fundamentals. You probably have received the staff development manual through the efforts of Jurutha Brown by the time you read this, which is a fine start. Let's finish up the WRIPAC job analysis manual, and perhaps have two variations of it--one that's streamlined and can be easily used on an everyday basis, and the Cadillac version for the most sensitive exams. Also, let's finish the videotapes.

The meeting in Santa Cruz on September 25-26 is scheduled to have what should be very useful and informative presentations. Ted Darany and Jennifer French will give a detailed overview of the biodata project on Thursday afternoon following the round-table. Friday morning will begin with Glenn McClung making a presentation on validity generalization, costs, and productivity in assessment. Angie Bifano will then explain how SMUD has been able to avoid adverse impact on some tests by considering adverse impact in setting cutoff scores by subtests.

You should also note on your calendars that on Wednesday, September 24, WRIPAC will be giving a seminar in Santa Cruz on interview test development. Michael Kemp has lined

up Mark Nelson, Mary Kaerth, and Rich Joines to teach the seminar. A flyer prepared by Laurie Walman about the seminar will be out soon. Finally, Laurie and Megan Corey have arranged for an enjoyable evening on the 25th, when we'll take a special train back into the woods of the mountains to an unusual dinner spot.

I hope to see you all in Santa Cruz for a productive and enjoyable meeting.

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#### WRIPAC MEETING AGENDA

##### Thursday, September 25, 1986

8:30 a.m. - 9 a.m.	Coffee
9 - 2 p.m.	Roundtable: Each member agency should share new information, problems, successes, etc., related to its selection program, in 5 minutes or less.
2 - 4 p.m.	Biodata Project: Jennifer French and Ted Darany will give an overview of this project.
4 - 5 p.m.	WRIPAC President's Meeting: Past and current presidents will meet informally to discuss WRIPAC's direction.

##### Friday, September 26, 1986

8 a.m. - 9 a.m.	Officer's Meeting
8:30 a.m. - 9 a.m.	Coffee
9 - 10 a.m.	Validity Generalization, Costs, and Productivity: Glenn McClung will give a presentation on this topic.
10 - 10:30 a.m.	Considering Adverse Impact in Setting Subtest Cutoff Scores: Angie Bifano will explain a procedure which can avoid adverse impact on a test overall by considering adverse impact on subtests
10:45 a.m. - 12 noon	Committee Meetings
1:30 p.m. - 3 p.m.	Business Meeting

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#### ELECTION RESULTS

The results of the election for WRIPAC's 1986-87 officers are:

President:	John Worcester, City of Sacramento
Vice President:	Michael Kemp, City of San Diego
Secretary:	Howard Perkins, City of Costa Mesa
Treasurer:	G. Grant Gilfeather, AZ Department of Public Safety

## SEPTEMBER WRIPAC MEETING INFORMATION

The next WRIPAC meeting is September 25 and 26 in Santa Cruz at the Dream Inn, 175 West Cliff Drive. Discounted nightly room rates at \$75 single/\$85 double plus 9.5% tax. The hotel has asked that WRIPAC make all room reservations, so please call Laurie Waldman at Santa Cruz County Personnel Department (408) 425-2316 to make your reservations. Please call by September 12 and have a credit card ready to guarantee your reservation. After September 12, room will be on a space available basis and may cost the full rates (\$88 single/\$98 double). Penalties will be charged for cancelations within 48 hours of the planned arrival.

WRIPAC-sponsored training on oral examinations will be held at the Dream Inn on Wednesday, September 24. Discounted room rates will apply, and will continue through the weekend for those wishing to stay beyond the meeting.

Transportation to Santa Cruz will not be as bad as you all thought. The Santa Cruz Airporter provides transportation from the San Jose Airport directly to the Dream Inn daily at 10 a.m., 12 noon, 3, 7, and 10 p.m. and midnight. The cost is \$20 per person, and reservations should be made (and paid for) more than 24 hours ahead, by calling (408) 423-1234 (ask for the Santa Cruz Airporter, as they share offices with Yellow Cab). Return trips will include pick-ups at the Dream Inn daily at 6 and 9 a.m., noon, and 3, 6, and 9 p.m. Since return trips can be reserved while you're in Santa Cruz, it is recommended that you wait to do so. If groups of 5 or more are going at the same time, they will do a charter for lower rates at any time of our choosing, i.e., a van which hold up to 10 people can be chartered for \$90, so depending on numbers, the individual price goes down considerably. There is also the option of car rentals at the San Jose Airport if you want to have use of a car while in town.

If your agency can't afford the cost of the Airporter, or the times are inconvenient for your flight, let Laurie know when making your hotel reservation. If you are driving from San Jose, Sacramento, San Mateo, San Francisco or some other area not too far out of the way from San Jose and are willing to pick up a few people, let Laurie know as well. She will try to coordinate rides for people as much as possible.

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## JANUARY MEETING

Circle January 15-16 for the January WRIPAC meeting, which will be held in San Bernardino. The meeting will be preceded on the 13th and 14th by the WRIB meeting, so Jennifer and Ted offered to host ours, too. As described elsewhere in the newsletter, Karen Coffee is planning a "Women in Trades" conference for the 14th. Please let her know if having WRIB and "Women in Trades" on the same day poses a problem.

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## STAFF DEVELOPMENT MANUALS

You probably have received your free copy of the WRIPAC Staff Development Manual if your agency is a WRIPAC member and you are its representative. If you have not received one, write to Jurutha Brown, City of Los Angeles, 111 East 1st Street #410, 90012. If you would like to purchase more, send a check made out to WRIPAC for \$20.00 per copy to Jurutha. The manual is an excellent primer in job analysis, types of tests and appropriate usage, item writing, item analysis and evaluation, establishing pass points, and interview test development.

## MINUTES OF MAY 8 MEETING

### ROUNDTABLE DISCUSSION

Jurutha Brown, City of LA, reported that their police exam has been closed out for six months. Active recruitment for females and minorities for firefighter positions has presented a new problem for them: many women who have been active in athletic programs have been failing the medical examination.

John Worcester, City of Sacramento, reports that they are using Sigma III for all their exams and they have just completed a new users manual for same. They are currently involved in a law suit over selective certification. They have just entered into their third year of contracting with various departments for recruitment and selection activities. Sacramento has instituted a program to increase the number of women in non-traditional jobs involving the class of Career Development Trainee.

Bob Burd, Las Vegas Metropolitan Police Department, stated that their law suit with the Department of Justice is continuing; that they are experiencing a general decline in the quality of applicants; and that they recently revised promotional guidelines for the Department.

Karen Coffee, CA State Women's Program, remarked that the State is shifting testing to more and more operating department and that they are developing procedures for auditing them; PTC of Northern California is planning a conference on assessment centers.

Grant Gilfeather, AZ Department of Public Safety, reports that they have a new Civilian Personnel Manager; they are looking at the use of a 'generic' supervisor's tests; they are reviewing the London House Step Test; and they are trying a job preview with their Dispatcher candidates, having them work 40 hours a month after passing all other testing.

Craig Wong, Sacramento County, told the group that they are using fewer full assessment centers, but incorporating some of those exercises into oral boards.

George Rost, City of LA, states that they are continuing work on dispatcher exams, conducting a study on typing scores, working on orals and improving the quality of training and trainers.

Laurie Waldman, Santa Cruz County, has recommended that an analyst sit in on all oral boards; they have developed an in-basket exercise as part of the selection procedure for Sergeant.

Megan Corey, City of Santa Cruz, is working on joint testing for dispatchers.

Howard Perkins, Orange County, says the County is working on a major classification study.

Phil Carlin, City of Tucson, has conducted video testing for police detective, and has used SMEs to train actors as role players.

Geoff Rothman, City/County of San Francisco, reports that they are experiencing problems with their appeal procedures; they have developed a rating form for candidate feedback; they conducted a quality assurance survey, utilizing an English language proficiency test; and talked about Gillespie v. Wisconsin, a 7th Circuit decision involving content validity.

Herman Long, City of Long Beach, says the city is using selecting certification for bilingual firefighters; they are beginning drug screening of all new hires; and are experiencing a tremendous turnover of dispatchers, for which they are testing monthly.

John Hill, Clark County, has recently completed major revision of their personnel rules; they are buying Sigma III; drug screening has been requested for firefighters by the Fire Chief.

Ted Darany, County of San Bernardino, will be presenting a session at the IPMAAC conference on tailored testing; they are in the process of developing a new background investigation procedure; he is planning a conference for WRIB members; he discussed fields vs. professions.

#### BUSINESS MEETING

May 9

Treasury report was distributed.

There was discussion of the Steven E. Bemis Award and the selection procedure for that Award.

There was discussion of the Western Regional Oral Dimension Bank (WROD) and a final product was distributed, including a total of 48 dimensions.

A WRIB update shows that there are 27,000 items and 300 categories of items in the Bank.

The test development manual should be printed within a couple of weeks after the meeting.

Karen will pursue Prison Industries in order to see if we can acquire binders through them.

Michael Kemp made a motion that the cost be \$20.00 to non-members and the motion carried.

Mike Kemp provided members with an updated version of the membership list.

Discussion followed regarding the mailing list. Ted Darany made a motion that the chair of each consortium be placed on our mailing list; the motion carried.

The Nominations Committee presented its slate:

President	John Worcester
Vice President	Michael Kemp
Secretary	Howard Perkins
Treasurer	Mary Kaerth

Ted Darany made a motion that the President announce in January that nominations are open and have a mailing before the next meeting; motion carried.

Motion to adopt the slate carried.

Two additional nominations were made from the floor--Ted Darany, President, and Grant Gilfeather, Treasurer.

The next meeting is scheduled for September 25-26 in Santa Cruz. Focus will be on job analysis and oral exams.

The meeting was adjourned at 3:30 p.m.

WRIPAC BINDERS

Karen Coffee advises that Prison Industries is busily constructing the binders, and hopes to bring them (the binders) to the January meeting. The binders will be the place to put membership lists, staff development manual, and anything else related to WRIPAC.

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NEW ADDRESS, ETC.

Howard Perkins, the new Secretary for WRIPAC, is also the new Personnel Analyst for the City of Costa Mesa. Please note on your mailing list his new address and phone number:

Howard Perkins  
City of Costa Mesa Personnel Dept.  
P. O. Box 1200  
Costa Mesa, CA 92628  
(714) 754-5169

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BEMIS AWARD WINNERS

Co-winners of the first Steven E. Bemis Memorial Award were Glenn McClung and Charles Sproule. Congratulations to both winners!

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EMPLOYMENT PROGRAMS FOR WOMEN IN BLUE COLLAR TRADES

At the last WRIPAC meeting, at least seven agencies discussed recent efforts to bring more women into blue collar trades and other non-traditional occupations. Many employers, including the California State Personnel Board have been struggling to develop recruitment and selection strategies which will facilitate the entry of women into these areas. Perhaps we can all benefit from a sharing of ideas and information. Those of you who have programs in development or operation are invited to a one-day seminar on "Employment Programs for Women in Blue Collar Trades". This seminar will be held on January 14 in San Bernardino the day before the WRIPAC meeting. Our approach will be much like WRIPAC's roundtable. Each participating agency will be asked to bring printed materials such as flyers, posters, special applications, etc., and to discuss the structure of the program. Additionally, we anticipate discussing program needs with a representative from the Division of Apprenticeship Standards, California Department of Industrial Relations, and an individual from Tradeswomen, an association of women in blue collar occupations. We will also view a video entitled "Trade Secrets".

Are you interested?

Is someone else in your agency interested?

Do you have ideas regarding the program content or structure?

If so, please contact Karen Coffee, California State Personnel Board at (916) 322-2968. Karen will send out more detailed information to everyone who expresses an interest as the program is firmed up.

**DEVELOPING JOB RELATED INTERVIEWS:  
A ONE-DAY WORKSHOP FOR PERSONNEL PRACTITIONERS**

This workshop is designed to provide professional personnel practitioners with a legal framework and practical methods to to develop and conduct job related interviews, to select and train interview raters, and to standardize interview scores and assess inter-rater reliability. It will offer specific training to assist practitioners in developing an effective interviewing program. Participants will learn to:

- \*use the job analysis in developing interview factors/dimensions
- \*use the WROD method in developing job dimensions and rating scales
- \*identify and select appropriate raters
- \*train raters in conducting and documenting the interview, and rating candidates
- \*standardize the interview process
- \*determine inter-rater reliability
- \*standardize interview scores for multi-rating boards
- \*determine the pros and cons of single vs. multi-panel boards

**WORKSHOP LEADERS:** Marc Nelson, Personnel Department, County of San Mateo  
Mary Kaerth, Personnel Director, City of Oceanside  
Rich Joines, President, Management and Personnel Systems, Inc.

Wednesday, September 24, 1986

8:30 a.m.            Legal Issues and the Interview Process  
  
                          The Role of the Job Analysis in Developing Interview  
                          Factors/Dimensions  
  
                          Developing Job Dimensions/Rating Scales Using the  
                          WROD Method

10:30 a.m.            Selecting and Training Interview Raters

11:30 a.m.            Lunch

1:00 p.m.            Selecting and Training Interview Raters (continued)

2:00 p.m.            Standardizing the Interview Process  
  
                          Towards Ensuring Inter-rater Reliability  
  
                          Standardizing Interview Scores for Multi-Rater Boards

4:00 p.m.            Adjournment

**REGISTRATION:** The workshop registration fee is \$50 for WRIPAC member agencies and \$65 for non-WRIPAC agencies. The fee includes lunch, breaks, and handout materials.

**LOCATION:** Dream Inn, 175 West Cliff Drive, Santa Cruz, CA. Hotel reservations are to be made by contacting Laurie Waldman at (408) 425-2316.

Make checks payable to WRIPAC-Interview Workshop and mail to:

Laurie Waldman  
Santa Cruz County Personnel  
701 Ocean Street  
Santa Cruz, CA 95060