



NEWSLETTER #25

DECEMBER, 1986

PRESIDENT'S MESSAGE

The September meeting seems to have been very positively received. The interview test development course put together by Mike Kemp and taught by Mary Kaerth, Rich Joines, and Mark Nelson got high marks. The fine arrangements made by Laurie Waldman and Megan Corey set the tone for a constructive and useful meeting. Thanks again to Ted Darany and Jennifer French for their presentation on biodata inventories. That presentation has sparked a WRIPAC project which is being coordinated by George Rost for a Safety Dispatcher biodata inventory. Thanks also to Glen McClung for his presentation on validity generalization, which has led my own jurisdiction to develop exam modules which can be generalized for groups of classifications. Finally, thanks to Angie Bifano for her talk on the use of adverse impact data in setting subtest cutoff scores.

I want to allay some concerns that may have arisen. The renewed emphasis on "technical" topics at WRIPAC meetings does not mean that a topic has to have correlation coefficients and Greek symbols in order to be mentioned. The desire is just to focus on sharing practical assessment knowledge and techniques, whether they involve job analysis, test construction, candidate reduction methods, item analysis, computerized exam processing, training in any area of assessment, etc.

The January 15 and 16 meeting in San Bernardino promises to be a good one. It will follow on the heels of the WRIB meeting on January 13 and 14 and the Women in Trades meeting on the 14th. In addition to the ever-popular roundtable, there will be presenta-

tions on computer-assisted testing, dealing with excess exam workload, and some research comparing scores of minority and non-minority candidates by minority and non-minority raters.

See you there!

Miscellany

Based on our discussion at the September meeting, the minutes of meetings (starting with the January meeting) will be sent out within a couple of weeks, and will include a list of attendees.

Al Maslow has generously donated to WRIPAC 17 copies of his excellent book Staffing the Public Service. They are available on a first come-first served basis (one per jurisdiction) by contacting John Worcester (916 449-5726).

Hotel and transportation arrangements for the WRIB meeting, the WRIPAC meeting and Women in Trades will be found in the newsletter. Reservations with the Inland Empire Hilton must be made by Monday, December 29.

THANKS FROM LAURIE

to all of you who attended the September WRIPAC meeting in Santa Cruz. You made the experience really wonderful for me. I hope you'll again consider Santa Cruz for a future meeting site.

Special thanks to those who picked up or dropped off people at the San Jose Airport. I got the credit and you did all the work: Craig Wong, Mary Lou Alexander, Bill Donnoe, Roget Carey, Bob Curran, Jim Cutts, and John Worcester.

Hope to see you all in San Bernardino.

BIODATA PROJECT

In late October, George Rost surveyed WRIPAC members to determine willingness to participate and ability to participate in the Safety Dispatcher biodata inventory project. If you have not returned your survey form to George, please do so NOW! If you did not receive a survey form, please contact George POSTHASTE at 213 485-3651.

COMPUTER-ASSISTED TESTING PROJECT

And in November, Laurie Waldman sent out a survey form to determine who would be willing and able to ACTIVELY participate in a project on computer-assisted testing: off-site examinations, one-stop shopping for clerical positions, and the development and implementation of simulations. Please return Laurie's survey form or contact her at 408 425-2316.

WRIPAC
Meeting Agenda
January 15 and 16, 1987

Inland Empire Hilton Hotel
285 E. Hospitality Land
San Bernardino, CA 92408
714 889-0133

Thursday, January 15, 1987

8:30 a.m. - 9:00 a.m.	Coffee
9:00 a.m. - 12:00 noon	Roundtable. Each member jurisdiction should share new information, problems, successes, etc., related to its assessment program, in five minutes or less
12:00 noon - 3:00 p.m.	Catered lunch and presentation by Darryl Lane, Personnel Psychologist for the U.S. Navy, and Ted Darany on computer-assisted testing. Note: If you will attend, let Jennifer French (714 387-5613) know by January 9.
3:00 p.m. - 4:00 p.m.	Completion of roundtable
6:00 p.m. -	Dr. WRIPAC

Friday, January 16, 1987

8:00 a.m. - 9:00 a.m.	Officer's meeting
9:00 a.m. - 9:45 a.m.	Presentation by Jerry Fry and Bronda Silva, City of Sacramento, on research project comparing scores of minority and non-minority candidates by minority and non-minority raters.
9:45 a.m. - 10:45 a.m.	Presentation by Marsha Hudgins, City of Las Vegas, Bob Curran, Pima County, and John Worcester, City of Sacramento, on methods of handling excess exam loads.
11:00 a.m. - 12:00 noon	Committee meetings
12:00 noon - 1:30 p.m.	Business meeting

WRIPAC/WRIB Meetings
Hotel and Transportation Information
January 13-16, 1987

RATES: \$62.00 single; \$68.00 double; 3rd person, add \$12.00.
All rates are subject to the prevailing tax (8%).

CREDIT ARRANGEMENTS: Individuals will be responsible for the payment of their own room and incidental charges unless otherwise specified. Also, individuals can guarantee arrival by credit card.

RESERVATION ARRANGEMENTS: For those wishing to check in early on Saturday 1/10/87 or Sunday 1/11/87, or stay over on Saturday 1/17/87 and Sunday 1/18/87, the same rate will be extended. To receive the rates shown above, you must indicate that the reservations are being made through San Bernardino County Personnel but will pay for them personally.

RESERVATION CUTOFF DATE: December 29. All reservations received thereafter will be accepted on an as-available basis.

SPECIAL ARRANGEMENTS: The Inland Empire Hilton Hotel will provide transportation to and from the Ontario Airport, and to and from the San Bernardino County office for the WRIB meeting.

The Hilton may be reached from U. S. Highway 10. Traveling east from the Los Angeles area, exit at Waterman Avenue heading north, then make a left turn onto Hospitality Lane. The hotel is immediately on your left.

The County office is located at 157 W. Fifth Street, between Sierra Way and Mountain View. Free parking is normally available in the parking lot immediately behind the building.

The most convenient airport is Ontario International. It's far closer than LAX and is served by most major airlines. If you wish to rent a car, that can be arranged at Ontario. The airport is approximately 30 miles east of San Bernardino.

WRIPAC MINUTES
Meeting of September 25 and 26, 1986
Santa Cruz, California

ATTENDANCE (* = Member Agency)

Anaheim Union High School District	Robert Lee
*Arizona Dept of Public Safety	Grant Gilfeather
California Highway Patrol	Bob Giannoni
*California State Personnel Board	Karen Coffee
City of Costa Mesa	Howard Perkins
*City of Las Vegas	Marsha Hudgins
*City of Long Beach	Craig Haines
*City of Los Angeles	George Rost
*City of Oceanside	Mary Kaerth
*City of Phoenix, Arizona	Terry McKinney
*City of Reno, Nevada	Jim Cutts
*City of Sacramento	John Worcester
	Cathy Bodenhamer
	Thelma Vanesian
*City of San Diego	Michael Kemp
	Kadee Gonzalez
*City of San Jose	Russ Strausbaugh
	Dave Armstrong
City of Santa Barbara	Gail Patrick
*City of Santa Cruz	Megan Corey
City of Sparks, Nevada	Wendy Shepard
*City of Tucson, Arizona	Phil Carlin
*Cooperative Personnel Services	Bill Donnoe
	Mary Lou Alexander
	Glenn McClung
*County of Clark, Nevada	John Hill
*County of Contra Costa	Shelley Pighur
*County of Kern	Sherry Dolan
*County of Los Angeles	Rod Freudenberg
*County of Pima, Arizona	Bob Curran
*County of Riverside	Dianne Landeros
*County of Sacramento	Craig Wong
*County of San Bernadino	Jennifer French
	Ted Darany
*County of San Mateo	Barbara Wood
*County of Santa Cruz	Laurie Waldman
	Joe Woods
	Gail Gale
	Paul Chandler
	JoAnne Dlatt
*County of Solano	Cindy Kasten
*County of Sonoma	Dave Gonzalez
*County of Tulare	Dave Colby
*County of Washoe, Washington	Charlene Vinelly
County of Yuba	Roger Carey
*Las Vegas Metro Police Dept	Katey Levelle
*SMUD	Angie Bifano

ROUNDTABLE

JOHN WORCESTER - CITY OF SACRAMENTO

With use of the SIGMA system, city employees and unions have had to be educated on the use of standardized scores.

The city is conducting a study of the assessment scores that minority panelists give to minority and majority candidates.

CINDY KASTEN - COUNTY OF SOLANO

County is undertaking a major classification study of 400 classes and 1900 employees. Currently involved with appeals of the allocation process. Intent of the study was to get away from hard minimum qualifications and instead create qualification guidelines.

The number of applicants for the Deputy Sheriff exam increased 33 % due to extended outreach. The P.O.S.T. written exam was used for the first time.

BARBARA WOOD, COUNTY OF SAN MATEO

The county has been focusing on the development of trainee classes and exams for the entry of women into non-traditional jobs.

SHELLEY PIGHUR, COUNTY OF CONTRA COSTA

The county has been providing job training at a detention facility in an area that has been experiencing high unemployment. Candidates undergo 6-12 months of training, are tested and then transitioned into County employment.

ANGIE BIFANO, SMUD

SMUD is heavily involved in recruiting technical staff for its thermonuclear plant. SMUD has gone to a streamlined, private-type model for selection.

SMUD wants to develop an entry-level generalist professional test and would like suggestions.

PHIL CARLIN, CITY OF TUSCON

Has compiled stats for the longevity study of the entry-level police exam. Found that there was no relationship between age or sex and the exam scores. Additionally, there was no relationship between the oral board, field officer, and academy scores. Non-military did better than military applicants on the entry exam. There was a coefficient for the exam of .477 for whites to the academy score and .476 for hispanics.

Tuscon has been using the Cooperative Interviewing Network for nationwide recruitments. The network uses a video interviewing format and the videos are used as a screening device.

Tuscon has developed an assessment battery for entry-level professional classes; included is a report writing exercise.

TERRY MCKINNEY, CITY OF PHOENIX

The city is re-analyzing the full list certification policy that it has utilized for the last 15 years.

The city is implementing a performance evaluation process which incorporates customer satisfaction.

The Personnel Department has a new director.
The city has developed a videotape exam for entry maintenance jobs.
Urinalysis tests are being given for entry-level cops.

KAREN COFFEE, STATE PERSONNEL BOARD

The new executive officer, Gloria Harman, starts in October.
The State is developing a policy on AIDS in the workplace.

The State has decentralized exams and now has an oversight role.

A forum for agencies developing or implementing programs for the entry of women into non-traditional jobs will be held prior to the January WRIPAC meeting.

DAVE COLBY, TULARE COUNTY

Department is currently revising its personnel rules.

The department has developed a supplement to be used by EDD in the initial screening for county blue collar jobs.

CRAIG WONG, SACRAMENTO COUNTY

The CAO has shifted the recruitment and advertisement burden to each department with the Personnel Department serving only as a resource. The Affirmative Action Office recruits for the county-wide classes.

SHERRY DOLAN, KERN COUNTY

The report on a 5-year content validity study for firefighter has been added to the clearinghouse.

The union has supported efforts to create an apprenticeship program for women and minority applicants who failed the firefighter exam.

DIANNE LANDEROS, RIVERSIDE COUNTY

The Personnel Director resigned and Ben Reyes assumed the position in an acting capacity.

The department has established an exclusive testing unit.

The county has taken over fire services from the State.

The county is revising its application down from 4 to 2 pages.

LAURIE WALDMAN, SANTA CRUZ COUNTY

The county is interested in computer-assisted selection methods.

Personnel Department is attempting to set up a 2-year exam planning schedule for the larger exams.

The Sheriff wants the department to list on the job bulletin all items which can cause an applicant to fail the background investigation.

KADEE GONZALEZ, CITY OF SAN DIEGO

The city is interested in exploring ways to limit the number of applicants (random selection, hours of sign up, set numbers).

Will be submitting the results of a 500 employee clerical study to the commission in December.

The city is researching a process for handling late applications.

MARSHA HUDGINS, CITY OF LAS VEGAS

Currently revising civil service rules.

Firefighter recruitment just closed. Applicants were given a study book and had to attend a mandatory study orientation session. Only eligibles who are certified are being given the physical agility test to lessen liability.

GAIL PATRICK, CITY OF SANTA BARBARA

For the Firefighter recruitment, the city has coordinated with the county to have a required course conducted by the local community college.

A successful dispatcher exam was conducted, part of which was a tour of the dispatch center.

JOHN HILL, CLARK COUNTY

The civil service rules were revised and adopted in record time.

The upcoming Firefighter exam will be the first in four years. There are already 2,500 interest cards on file. The revised rules allow limitations on the number of candidates that must be tested. The limitation rule will be used for this exam.

CRAIG HAINES, CITY OF LONG BEACH

The city is analyzing alternatives to the Dispatcher problem which include separating radio and telephone jobs and contracting out.

The rules revision should be completed in December.

From a Firefighter list of 937, 40 people were hired. Fifty percent of the candidates were minority and there was one woman. The department currently has no women.

KATEY LEVELLE, LAS VEGAS METRO POLICE DEPARTMENT

The department hopes to reduce the no-show ratio by charging a fee for the Police Officer exam. A pre-test booklet is used for the exam and the department is considering using a booklet for dispatchers.

The department conducted an in-house captain assessment center.

RUSS STRAUSBAUGH, CITY OF SAN JOSE

After hiring 5-6 women Firefighters, the city has been challenged by numerous units on the issue of reverse discrimination.

Z scores have raised a concern in the city, even making it to the local newspaper. The city currently uses the scores on a routine basis.

JIM CUTTS, CITY OF RENO

There is currently a new City Manager, Manager of Human Resources and Director of Personnel.

The city has discontinued the use of interest cards.

The police/fire tax initiative failed by a few votes and will be re-submitted to the voters.

WENDY SHEPARD, CITY OF SPARKS

There are 299 candidates for Firefighter. Due to budget restraints, the physical agility will be conducted prior to the written exam.

BOB CURRAN, PIMA COUNTY

The civil service commission has told the department that it can no longer use the same rater in two consecutive assessment centers for the same class.

The department is in the process of conducting a complete classification study of 70-106 clerical and administrative classes.

Clerical exams are being given on Saturdays which has worked well.

The sheriff and union have agreed to drug testing for entry-level candidates and periodically for incumbents.

MARY LOU ALEXANDER, COOPERATIVE PERSONNEL SERVICES

The CPAAC computerized salary survey/electronic mail system is in its initial stages. A synopsis of the specifications will be on-line for State-wide sharing.

JENNIFER FRENCH, SAN BERNARDINO COUNTY

Thanks were issued to WRIPAC, specifically San Mateo County, for its assistance at the IPMAAC conference in June. There will be a T and E workshop sponsored by IPMAAC in San Diego on November 17, 18 and 19.

The CAO has taken over the recruitment for Personnel Director. The department also

does not have an Assistant Personnel Director.

Consideration is being given to having computer terminals in remote areas for regional testing.

Work is being continued on the biodata project.

The county used an assessment center for children's network coordinator and is willing to share it.

DAVE GONZALEZ, SONOMA COUNTY

The council has signed employment contracts with all non-represented employees.

A Communications Operator criterion study of 98 incumbents and eight tests/subtests has a .36 correlation in overall rating. There is no correlation of age, tenure and background.

BOB GIANNONI, CALIFORNIA HIGHWAY PATROL

The Murphy amendment to the public safety resolution being considered by the U.S. Senate will permit mandatory retirement and maximum entry ages for police and fire.

The CHP is allowing candidates who have had radial keratomes to test one year after the operation.

MARY KAERTH, CITY OF OCEANSIDE

Applications for Firefighter are only accepted from academy candidates in order to reduce the number of applicants.

The city is considering drug testing for some classifications.

ROD FREUDENBERG, COUNTY OF LOS ANGELES

The computerized item bank should be operational in a few months.

Personnel has gone toward decentralized examing -- department-centered selection.

A validated entry deputy sheriff exam with a .54 correlation has been developed.

A clerical exam has been developed.

ROBERT LEE, ANAHEIM UNION HIGH SCHOOL DISTRICT

The department is restructuring the oral interview process.

CHARLENE VINELLY, WASHOE COUNTY

Air Pollution Specialist candidates will be tested as environmentalists.

The county has encountered resistance from the union to multiple boards for police promotional exams.

GRANT GILFEATHER, ARIZONA DEPARTMENT OF PUBLIC SAFETY

The department is changing its officer physical agility to an ability test. Correlations of .55 and approximately .3 have been found between the written and oral tests, respectively, and the academy scores.

BILL DONNOE, COOPERATIVE PERSONNEL SERVICES

There is a current job opening for a Test Research Consultant.

MICHAEL KEMP, CITY OF SAN DIEGO

A study of the Police recruitment disclosed that 72% of the applicants are from out of town, 45-50% fail to appear for the exam and only 19% are actually hired. The department has reduced by 80% the amount of physical agility testing necessary for unqualified candidates by having the agility after the interview with the Lieutenant. The department also does not give applications until an applicant appears at the site for the written exam.

BUSINESS MEETING

The Treasurer's Report was distributed by Grant Gilfeather. The balance as of August 31 was \$1,970.38. Grant indicated that there would also be \$1,000 anticipated income from the previous training workshop and \$250 from the sale of the Testing Manual.

The Membership Committee will submit a slate of agencies eligible for membership at the January meeting. Among the agencies under consideration are :

- California Highway Patrol
- City of Sparks, Nevada
- City of Santa Barbara, California
- City of Costa Mesa, California
- County of San Diego, California

A motion for the continuation of Howard Perkins in the secretary position until his new agency is officially confirmed as a member jurisdiction was passed. Howard recently changed employment from the County of Orange to the City of Costa Mesa. There was a general consensus that, after January, the minutes will be mailed within 2-3 weeks of each meeting.

San Bernardino will host the next WRIPAC meeting on January 15 and 16, 1987. It will be held at the Inland Empire Hilton. It was suggested that WRIPAC have a catered luncheon with a paid speaker for the Thursday session. Suggestions for speakers and topics are to be forwarded to Jennifer French.

A WRIB business meeting will be held on the Tuesday and Wednesday prior to the WRIPAC meeting. It will be held at the same location. Karen Coffee will also coordinate a seminar on Employment Programs for Women in Blue Collar Trades on the Wednesday prior to the WRIPAC meeting.

In response to a request from John Worcester that more agencies get involved in revitalizing the WRIPAC committees, the following individuals volunteered their services:

	Training	
Laurie Waldman		Rod Freudenberg
Marsha Hudgins		Karen Coffee
	Program	
Angie Bifano		Ted Darany
	Biodata Project	
George Rost		
	Computer-Assisted Selection Devices	
Laurie Waldman		Ted Darany
Phil Carlin		
	Executive Search Activities/Recruitment Database	
Bob Curran		

Gail Patrick will prepare a needs assessment survey for WRIPAC which will give the smaller agencies an opportunity to identify areas for future consideration.

John Worcester will contact Jurutha Brown about the processing of the videotapes. The agencies who volunteered to prepare the study guides have yet to receive copies.

The WRIPAC directory should be prepared by the next meeting.

It was suggested that the organization should provide training specifically for WRIPAC member agencies prior to the May meeting in Lake Tahoe.

The future minutes of the meetings should, by consensus of the group, include a list of the agencies present and their representatives.

Appreciation was expressed by John Worcester to Laurie Waldman and Megan Corey for their efforts at facilitating accommodations for the meeting. A plaque was also forwarded to Jurutha Brown signifying her service as WRIPAC president for 1985-86.

HNP/WRIPAC

Stephen E. Bemis Memorial Fund

P. O. Box 2534

Sacramento, California 95812

INVITATION FOR NOMINATIONS OF INDIVIDUALS FOR THE STEPHEN E. BEMIS MEMORIAL AWARD

The Stephen E. Bemis Memorial Award, established in 1985 is awarded at the Annual Conference of the International Personnel Management Association Assessment Council. This year's conference will be held in Philadelphia, June 14-18, 1987.

The award, consisting of \$500 and a plaque is intended for presentation to an individual in recognition of his or her practical contributions to the selection and assessment field. In evaluating nominees for the award, the focus is concentrated on contributions to the field of personnel assessment which involve translation of theory into practice.

Anyone who would like to submit names of individuals to be considered for the award should send the name of the individual and a letter describing his/her contributions to:

Stephen E. Bemis Memorial Award
P. O. Box 2534
Sacramento, Calif. 95812

This letter should be no more than five pages in length and must include the following:

1. Name, address, and telephone number of the nominee
2. Statement of the problem or issue
3. How this problem was addressed and when
4. What was the outcome or result
5. What are the practical implications of this work
6. Names, addresses, and telephone numbers of two individuals who are familiar with the project or activity being described
7. Name, address, and telephone number of the person who prepared the nomination

Nominations will be reviewed by a committee of personnel professionals selected by the Board of Directors of the Stephen E. Bemis Memorial Fund. The winner will be selected based on an evaluation of the overall practical importance of the contributions described. If you have any questions, please call any of the following individuals:

Karen Coffee	(916) 322-2968	Bruce Davey	(203) 566-7268
David Friedland	(213) 553-6195	William Ruch	(818) 244-0033
Marilyn Quaintance	(202) 298-2250		

All nominations must be received by FEBRUARY 15, 1987.