Job Analysis Workshop
March 29 - 30, 2012     Monterey Park, CA

WORKSHOP DESCRIPTION | Job analysis is the driving force behind some of the most critical human resource decisions in your organization. This interactive two-day workshop will focus on the WRIPAC Job Analysis Method. This comprehensive method is designed to identify the essential job tasks and associated knowledge, skills and abilities (KSAs) required to satisfactorily perform those tasks. The WRIPAC Job Analysis Method is flexible enough to be used in any jurisdiction and for a variety of classifications. It is compliant with the 1978 Federal Uniform Guidelines on Employee Selection Procedures and the 1990 Americans with Disabilities Act. This workshop includes group discussions, practical exercises, and a copy of the revised WRIPAC Job Analysis manual. This is a stand-alone workshop and it will not precede a WRIPAC meeting.

PRESENTERS | Mike Willinganz, Ph.D., IPMA-CP and Karen Coffee, MPA, IPMA-CP

LOCATION | The workshop will be held at the Community Development Commission located at 2 Coral Circle, Monterey Park, California 91755.

COST | Early registration (by March 11, 2012) is $250 / WRIPAC member and $275 / non-members. Late registration (on or after March 12, 2012) is $275 / WRIPAC member and $300 / non-members. Make checks payable to WRIPAC. Send all payments to Lisa Jenkins, City of El Segundo, 350 Main St., El Segundo, CA 90245.

TIME | 8:30 a.m.— 4:30 p.m.

DIRECTIONS | The Community Development Commission building is situated along the 60 Pomona Freeway. It is also accessible from the 710 Long Beach Freeway, and the 10 San Bernardino Freeway.

REGISTER FOR THE TRAINING AT WWW.WRIPAC.ORG