

WRIPAC MAY MEETING Roundtable Notes

PLACER COUNTY: Would like feedback regarding un-proctored clerical exams: Any recommendations?

- *Superior Court of Orange County* – uses Previsor. Those under consideration for employment then take a correlation exam in-house (also developed by Previsor). The County has had good results with this exam.
- *Marin County* - also looking at Previsor but is looking for another company to compare it to. Due to huge applicant numbers, they are also looking for un-proctored clerical and management/supervisory exams. Criti-call also used with good results.

PLACER COUNTY: Senate Assembly Bill Review: 781 non-English language skills and 656 removes PERB's jurisdiction from any division/org. with a majority of Peace Officers

AB 781:

- *Marin County* ties to a specific classification. Positions are designated in budget as language specific
- *Monterey County* recruits for eligibility workers, office assts, Office Aides. Language skills are sort criteria for final certification, depending on position needs
- *San Joaquin County* – needs CSC approval for every selective certification based on language skills – designated by position number.

No feedback from group regarding AB 656. Members would like links to new assembly bills on our web site so that they may review them prior to meetings. A link will be placed on the site.

ED HANE, PERSONNEL CONSULTING GROUP: Current recruitment slow downs provide a wonderful opportunity to complete other tasks/projects, generate new systems, and approaches for developing exams and recruitment plans.

SAN JUAQUIN COUNTY: General Fund departments cutting 30%, 20% for safety. Meeting with union to determine if the 3% cola previously negotiated can be rescinded, but there have been no concessions. For budget savings, the County is looking at voluntary furloughs, as layoffs are a definite possibility. With the current slowdowns in recruitment, personnel staff is currently documenting institutional knowledge by creating procedural manuals with the hope of having them completed by the end of the year. Upgrading to Track and Hire. Training funds have been cut back tremendously.

SMUD: Upper management has communicated that it will not layoff anyone at all costs. Technology in their industry may cause some employees to be out of jobs due to lack of work/automation. In response, they are training employees in other skills for other jobs and reorganizing individual units. **There has been some resistance from employees who want to “ride it out” and not learn new skills where others are eager to participate as they know their jobs are in jeopardy. Personnel is working to engage employees – how are others communicating to employees to keep them engaged and encourage them to look at different training? Any advice?**

- *City of Long Beach* – be honest with employees so they know the repercussions.
- *Orange County* – meet with employees and address misconceptions and rumors. Otherwise, there will be misinformation and speculation.
- *Contra Costa County* – Issue is prolonging the communication. Ongoing communication early on and continuously is important. Things are constantly changing and employees need to stay informed.
- *People Admin* – Don’t sugar coat if cuts are imminent, despite intent to save jobs
- *Corrections Standards Authority* – Agency town hall meetings to update employees on current budget situation, as things change so quickly.
- *Santa Monica College* – Balancing act, as employees want the black and white as to how it affects them.

SANTA MONICA COLLEGE: Nothing new to report.

SAN MATEO COUNTY: Trying to streamline recruitment process. Last 3-6 months have had concerns regarding H1B1 visas. Eligibility to work in the U.S. is collected and maintained by hiring department. Penal code supports U.S. citizenship. The question, “Are you able to work in the U.S.?” is broader, but opens the agency up to receiving requests for sponsorship. County Counsel has advised not to sponsor employees at this point due to cost and potential liability. **At what point in the hiring process are other agencies asking for that documentation?**

- *Placer County:* after a conditional offer has been made, documentation is collected and maintained in central Personnel file.
- *Santa Monica College:* under merit rules, applicants can be disqualified if they are not able to legally work in the US. Therefore they do not ask for or check for this documentation until a conditional offer is made. All applicants remain on eligible list because that list is based on job related qualifications. Right to work status could change, therefore they
- *Marin County:* those who do not indicate that they are eligible to work in the US do not go further in the recruitment/certification process.

CITY OF LONG BEACH: HR Department has been cut by 1/3. Staff has been significantly impacted, and they are currently experiencing layoffs. Furloughs are expected by the end of the month. Struggling with cuts to Police and Fire cuts – will those carry over to general fund employees? HR is a City Manager department. Due to cuts they have been directed to only certify City employees off Open lists (Customer Service Rep had 500+ applicants) Exception requests will identify city employees on eligible lists and only certify those candidates to save jobs. There is currently 6 month sunset clause which can be extended by the commission if needed. Entry level class recruitments get 500-600 applications. **How do others suggest they balance large applicant numbers with the directive to only hire City employees?**

- *San Mateo County:* Open the recruitments as promotional. Limit recruitment to first 250 applications in order to balance resources. In anticipation of layoffs, all open recruitments are suspended until County employees have found a home (situational, based on current budget climate).
- *Placer County:* Announce vacancies as open/promotional and note on the bulletin that names will be certified to departments based upon CEO approvals to fill.

LAS VEGAS METRO POLICE DEPARTMENT: Whole geographical area is depressed; leading nation in foreclosures. Sheriff is committed to no layoffs. Work with 3 unions – management, civilian, and sworn. All but one have waived COLA's to avoid layoffs. Method for identifying recruitments has changed – freeze on recruitments. If a position is vacated, a business case is made with Deputy Chiefs to determine if it will be filled prior to being forwarded to Personnel. In the meantime, they are using the downtime to update class specs, which have become outdated. Changing language on forensics positions to include requirement to submit DNA in the event staff DNA inadvertently gets on evidence.

CITY & COUNTY OF SAN FRANCISCO: Currently updating rules and procedures to become more automated. With slowdowns, they are taking advantage of the time to do more in-depth job analyses (clerical – using survey monkey) and identify core competencies and develop extensive and alternate forms of tests. **Looking into using Vast Test and Question Mark – has anyone used either and can provide feedback?** (Question Mark is tied to PeopleSoft, so this may be the one they end up going with).

- *PeopleAdmin:* used Question Mark and found it has a very robust analytic/statistical system.
- *CODESP:* be sure to check the cost any time you want to update/change a test item. Many items add a cost to do so which can end up being costly for agencies.

How are agencies dealing with physical ability exams? Recently tested for Maintenance workers (lifting/carrying) and typically use physical ability tests for law enforcement (physical agility).

- *CODESP*: Strength tests done by MedTox – measures lifting ability via strength test machines – developed by doctors. Also uses UC Irvine center.
- *Placer County*: Has done physical agility testing for law enforcement per POST guidelines and has tested for MW – can send a copy of our physical agility exam, but will need a security agreement ☺

Management is working with CPS to develop a curriculum for HR Analysts – HR Fundamentals, starting with 2 day workshop on job analysis and exam development. This will become part of a more comprehensive training package to recruit and train future HR analysts.

STATE OF CA Nothing new to report

PEOPLE ADMIN: If you need to take a word document and turn it into PDF, there is a free online service called cutepdf.com that installs and prints from your desktop. If you want to convert a pdf to word, go to pdfonline.com click a browse button, point it to the document you want to convert, and it will convert it to word. Both systems are very easy to use and are free of charge.

CODESP: Were previously planning on transitioning to online testing, but due to cost decided to do it themselves. Online tests are hard to modify (without a lot of cost). Internal system has an item analysis component where departments can click on the item and see item history. Hoping to have it up and running by the end of the summer. ConnectSub, Question Mark, and Previsor were previously considered. Previsor was nicest package and allows you to update; also has very qualified staff.

COUNTY OF SONOMA: Going through layoffs and auditing seniority lists. They are finding “ties” in amount of service and the tie breaker is done by chance. Both employees are brought in with union rep and they draw numbers to determine seniority. Santa Monica College does the same thing. **Any other criteria?**

- *Marin County* – Date applied
- *San Mateo/LVMPD* – Rank on eligible list (common in law enforcement)
- *City and County of San Francisco* – last digit of Social Security Number after rank
- *People Admin* – highest weighted component score in exam process

HOUSING AUTHORITY CITY OF LA: Overhired last summer to meet HUD requirements, which resulted in some newly hired employees losing jobs due to later budget cuts. Released 60 clerks at the end of Dec. but paid them through March. Now they are working on Maintenance staff. No HR staff have been eliminated, although they are the ones sending the layoff letters. Hired additional security due to hostility of situation. Hire lots of lower income employees via the welfare to work program. Many of those cut had not been there for a long time. Of the 60 cut, only 2 long term employees had to be let go due to their unwillingness to change/cross train.

COUNTY OF MARIN: Any info on online testing, please contact Florence. Marin has had no layoffs so far, at least through this fiscal year. Recruitments are down. All open positions must be reviewed and approved by CEO. They do not do anything without prior approval from County administrator. 1 - 2 day filing is common to keep application numbers down. Recently they had a Clerk Typist (entry) – with a one day filing due to huge numbers.

ORANGE COUNTY SUPERIOR COURT: No need to do layoffs, may be looking at re-opening union contracts. They are state funded and have recently implemented the following cost-saving measures:

- Have been doing voluntary furloughs since Nov. of last year, which have been well received and have resulted in significant cost savings to agency. Judicial Council is looking at mandatory 1 day per month furloughs for all employees in response to budget shortfalls and further anticipated cuts in the next fiscal year.
- Going through a business re-engineering process to streamline and automate operations of unit. HR department will be involved in process to provide objective review. Will be a 2 year process.
- All vacancies are being filled from within. Recruitment staff has shifted to training and development in order to help develop existing employees who may be shifting to other positions. Did a career interest survey of all Court employees using survey monkey and asked them for their top 3 areas of interest. This information will be used to identify who in the agency to be sent to interview. New program – more to report at next meeting.
- Many critical/key positions will be vacated soon due to retirement. In response HR is putting together a knowledge transfer program so that current incumbents can identify critical tasks and KSA's and provide in-depth feedback for each, which is then documented by HR staff. New supervisors need fundamentals of supervision but are so caught up in workload they have not been able to address these issues.
- A Grant from AOC has allowed HR to partner with Chapman University to develop a supervision fundamentals course for all new supervisors to attend and create a development plan for each. Only 25 people can be taken per group, so selection into the program is done via competitive applications. Good feedback, so this is now a permanent program.

Marin County does a similar supervisory academy which is mandatory.