

# wripac

western region intergovernmental personnel assessment council

## Regular Meeting Program Thursday and Friday – May 12<sup>th</sup>, 13<sup>th</sup>, 2011 Las Vegas, Nevada



### VISION

To become a prestigious association of committed and engaged HR professionals through the development of outstanding, diverse leaders and the provision of effective tools to promote a quality public sector workforce.

### MISSION

WRIPAC provides public agency assessment staff in the Western United States a unique forum for professional networking, membership expertise, and recruitment, selection, and development resources in a collaborative, innovative, friendly, and fun environment.

WRIPAC is a unique professional organization focusing on recruitment and selection practices. It consists of agency members from state and local governments, public utilities, school districts, and other public agencies in the Western United States.

### WRIPAC's objectives are:

To develop and share personnel selection procedures

To assist member jurisdictions in maintaining professional personnel selection standards and complying with legal requirements and guidelines

To promote the principles of merit selection and equal employment opportunities

To improve communication among member jurisdictions and with other regional assessment groups

**Roundtable Discussion:** At each meeting there is a round table discussion in which all members participate and share information on how to stay current on the latest trends in recruitment and selection, learn how other agencies have successfully handled their recruitment and selection challenges, receive advice and assistance from other agencies, including test sharing, and network with other selection professionals.



[www.wripac.org](http://www.wripac.org)

# Conference Summary

## Thursday May 12<sup>th</sup>

8:00 am - 8:30 am	Coffee and Networking
8:30 am - 8:45 am	Welcoming Remarks – Introductions, program overview, Dr. Wripac information and general announcements
8:45 am - 10:00 am	“Ipad interface technology” Josh Micheals San Joaquin County Office of Education/ED-JOIN
10:00 am - 10:15 am	Break
10:15 am - 11:45 am	Round Table
11:45 am - 1:15 am	Lunch
1:15 pm - 2:15 pm	Update from the innovations committee
2:15 pm - 2: 45 pm	Break
2:45 pm - 4:00 pm	Continue roundtable
6:00pm– 7:30pm	Dr. Wripac/Networking event at PBR Rock Bar & Grill

## Friday May 13<sup>th</sup>

8:30 am - 9:00 am	Coffee and reconvene meeting
9:00 am – 10:30 am	“The Art of Designing Performance-Based Examinations for the Novice.” Amy Mitchell, Barstow USD
10:30 am - 10:45 am	Check Out/Morning Break
10:45 am - 12:00 pm	<b>MEMBERSHIP BUSINESS MEETING</b> *Member Attendance Required*
12:00pm	<b>Adjournment</b> - Have a safe trip home! See you at the next meeting in Berkeley, Ca

# Presenters

## Thursday May 12<sup>th</sup>

8:45 am - 10:00 am “EDJOIN and the iPad: Leveraging Leading Edge Technology in the Hiring Process”

Johnny Arguelles, Senior Director & Josh Micheals, System Lead/EDJOIN Manager

CEDRSystems is a self-funded department of the San Joaquin COE. Since its inception, CEDRSystems has always been highly focused on utilizing new technology within public education to streamline processes and reduce costs. The first major product of CEDRSystems was the EDJOIN (Educational Job Opportunities and Information Network). The goal of EDJOIN has been to bring a low-cost solution to the issue of online recruitment and applicant tracking. Our latest development in bringing HR departments into a fully paperless environment has been to leverage the use of tablets to eliminate the use of paper during the interview process.

The EDJOIN iPad Interview App allows interview panel members to review applications, attached documents, and fill in designated rating sheets through a WiFi environment. Furthermore, the app can display scoring statistics at the end of the interview process. As part of a suite of tools, this mobile app demonstrates what HR departments can be capable of in today’s technological environment.

### Johnny Arguelles, Senior Director

Mr. Arguelles began his career by co-founding an e-commerce focused web development company in the mid-nineties. While pursuing his Master’s Degree in Computer Science from the University of North Alabama, Johnny was a member of the Software Developers Forum out of the bay area, and served in many special interest groups and on many expert panels regarding web technology and e-commerce. With his background in computer programming, he came to work for the Center for Educational Research and Development (CEDR a department of the San Joaquin COE) as the webmaster.

In his ten years with SJCOE/CEDR, Johnny has become the youngest department director at the county. He oversees all development projects, programming, datacenter, and help desk operations within the scope of CEDR. CEDR currently has close to 30 employees and runs over 40 statewide systems as well as a number of smaller systems for various school districts and county offices. CEDR currently has contracts with the California Community College State Chancellor’s Office, the California Department of Education, thousands of private and charter schools, all 58 California County Offices of Education, virtually every school district, the California Dental Association, and many other education/government agencies throughout the state.

### Josh Micheals, System Lead/EDJOIN Manager

With an education background in microbiology, Mr. Micheals entered into the realm of computer programming in 2000. In 2001 he was one of the first employees hired for the new CEDR department at SJCOE. Originally hired as an intern programmer, he eventually became the EDJOIN manager overseeing the development, deployment, and technical assistance for the EDJOIN system.

EDJOIN is an online posting and applicant tracking system used by nearly 5,000 agencies throughout the state to post education related jobs. In addition to EDJOIN, Mr. Micheals oversees the Registry (a job posting systems for California community colleges), the Migrant Education Management System, the Student Success Team system (a pre-special education management system), SCOHR (for oral health reporting), PFT (physical fitness testing), BASIS (a salary survey system), CEL (centralized eligibility lists) as well as various other sites and five helpdesks.

# Presenters

## Friday May 13<sup>th</sup>

**9:00 am – 10:30 am** “The Art of Designing Performance-Based Examinations for the Novice.” Amy Mitchell, Barstow USD

In this job market, it's especially crucial to hire the right classified employees. Some candidates look great on paper and take multiple-choice tests well, but can they really do the job—especially when it requires a special skill-set? Performance tests (such as in-baskets, role-plays, oral presentations, simulations of production/mechanical tasks, and research/analysis/writing exercises) can measure behavioral skills unattainable in written tests or interviews. This hands-on workshop will help the novice to: (1) identify the technical, job-related knowledge, skills and abilities from the job description; (2) identify the soft- and people-skills from job-shadowing and interviews with subject matter experts and supervisors; (3) develop a reasonable, small-scale exercise/s or series of tasks to elicit the desired performance; and (4) design an objective method of measuring and recording the results.

### **Amy Mitchell**

Amy is the Director of Classified Employees for the Barstow USD (and was formerly an HR Analyst with the La Mesa-Spring Valley SD) and has designed multiple performance-based examinations for classified employment positions. For the past 10 years, she has facilitated career development workshops and trained federal, state and local police and firefighters in preparing for promotional assessment centers, running them through the anticipated performance-based exercises such as: in-basket, role-play, oral presentation and leaderless-group discussion.

She was formerly a Human Resources Manager in both the private and the public sector (corrections). Amy completed her bachelor's degree in Public Safety Administration at the Union Institute & University and achieved her Certificate in Human Resource Management at UC-Irvine.

