

**WRIPAC MEETING – October 2/3, 2008**  
**Roundtable Notes**

**QUESTION 1 (posed by County of San Diego): *Do any agencies require copies of transcripts to verify minimum education requirements are met? If so, at what point in the selection process are these documents collected? Federal dept. of Education web site will indicate which educational institutions are accredited. A survey was also distributed regarding this question.***

- **LVMPD**  
Application info is verified during background investigations, therefore they do not require transcripts at the time of application.
- **Long Beach**  
Certification from list pending receipt of transcripts – does not collect at front end
- **LACOE**  
NeoGov – requests applicants attach pdf copies of transcripts or diplomas to verify education – keeps it paperless while maintaining main burden on applicant. Also accepts degree verification from national degree verification clearinghouse (\$15 fee) to get electronic statement that is attached to master record.
- **County of Sonoma**  
Some positions may require transcripts, but they do not require copies of diplomas or degrees.  
Degree verify and Degree check are two agencies that can be used.

**QUESTION 2 (Posed by County of San Diego) *What type of feedback is provided to applicants regarding exam results? Are sub-sections of tests broken down, can an applicant review the keyed booklet against his/her answer sheet? A survey was also distributed regarding this question.***

- **Placer County**  
Allows applicants to obtain information regarding strengths and weaknesses.  
Appointments with Personnel Techs need to be pre-scheduled. Specific scores are not revealed, but applicants are informed which dimensions they scored high and which dimensions they could improve.

**QUESTION 3 (Posed by Las Vegas Metropolitan Police Department) *When considering appointments for open recruitments, should we be looking at our employee personnel files and allow the contents to assist us in making hiring decisions? Our agency has traditionally NOT looked at employee files but is now looking to decrease the amount of disciplinary actions***

- **LACOE**  
Trying to allow reasonable discretion for supervisors in accessing employee personnel files.

- **County of Sonoma**  
Transfer requests always reviewed by employee relations office to determine whether an employee is eligible for transfer.
- **City of Los Angeles**  
Can access supervisors file which is not part of official personnel file. Pending disciplinary actions make employees ineligible for transfers until they are resolved.
- **Orange County Courts**  
Part of reference checking process includes a review of most recent performance evaluation.

**QUESTION 4 (Posed by County of Sacramento) Are there any agencies using proctorless online testing for large applicant groups? We are particularly interested in clerical online testing.**

- **County of Marin**  
Lots of resistance to unproctored online testing. Need large facility with large bank of computers to administer proctored tests. Currently they do not have either. Exploring CPS ability to administer proctorless tests.  
Looking at PreVisor
- **CPS**  
Will do proctorless test, then administer a confirmatory correlation exam. Looking at PreVisor. Huge in private sector, not used much at all in public sector. Looking for agencies to partner with to survey, develop, and validate proctorless test. Survey to come....
- **Orange County Courts**  
Used PreVisor have not yet had any issues. Use a confirmatory exam to validate online test via correlation. Applicants are informed they will need to complete a correlation exam.
- **LA Unified School District**  
Uses eRecruit – not super user friendly. Currently working on ramping up computer based testing.

**QUESTION 5 (Posed by County of Placer) Given the outcome of Lanier v Woodburn, what, if any, changes have your agency made to its pre-employment medical (drug testing) procedures?**

- **Housing Authority of LA**  
Waives pre-employment drug test for anyone contesting it.
- **County of San Diego**  
In response to Lanier case, is reviewing all job specs to identify those considered safety sensitive or those with a nexus to drug use.

- **AC Transit**  
Safety sensitive positions established a long time ago. Currently administering pre-employment drug tests to applicants for all classifications unless they contest it. If someone refuses, the test will be waived.
- **East Bay MUD**  
EBMUD stopped drug testing for all classes except DOT sensitive classifications. Unless you can demonstrate job relatedness to drug use, you cannot defend it. Legal advised against drug testing except for those who were DOT sensitive. Distributed/reviewed survey regarding nepotism and hiring of temporary employees.
- **County of Sonoma**  
Everyone gets a physical. Only public safety/DOT gets drug test. Recently completed a survey regarding smoking in response to claims received by insurance agencies.
- **City of Reno**  
In response to Lanier case, is reviewing all job specs to identify those considered safety sensitive or those with a nexus to drug use.
- **City of Henderson**  
Pre-employment drug testing for safety positions. Went through every single job spec to identify what was considered safety sensitive.

**QUESTION 6 (Posed by Edward Hane) Are any agencies using situational judgement tests, and if so, are you developing in-house or purchasing? What types of classifications are best suited for SJT's?**

- **Edward Hane**  
Appropriate for positions requiring a certain level of responsibility/decision making. Advantage in that it assesses soft skills associated with certain positions. Involves relative degrees of quality in responses – there is no one definite correct answer or incorrect answer. Works on the basis that answers all may have some quality/merit, some just may have more merit than others – sliding weighted rating scale. Could be used to distinguish between journey and senior levels in organization based on applicant responses. More will be reviewed with Dennis Joiner's presentation tomorrow morning.
- **County of Marin**  
Have been trying to get more information regarding SJT's – trying to get additional information from CPS. Can be generic or tailored.
- **Orange County Courts**  
Using situational judgment testing – works well, great face validity  
Positive feedback from applicants when surveyed after the testing process – they felt these types of test were a good simulation of what is actually required on the job. Have only used it for employee development programs, not open exams.
- **L.A. Unified School District**

Will be using situational judgment test for promotional exam on Monday. Looking for people who have good judgment/decision making skills – not necessarily those with the most experience and/or education. Developed using 4 SME's – covers district policies and technical aspects of job. Administered on computer. Requires short answer, not multiple choice test. Applicants can get additional points for identifying more things they would do. May or may not be able to share exam with agencies having security agreements.

- **City of Phoenix**

Have developed and used Cust. Svc and generic entry level SJT's. Developed key based on responses from current incumbents and supervisors.

**QUESTION 7 (Posed by County of Placer) Switching to JobAps – go live in January. Looking for ways to integrate system with PeopleSoft payroll processing system. Are there other agencies who export information between the two systems, and if so how? Referred participants to online survey emailed earlier this week.**

- **Los Angeles County Office of Education (LACOE)**

Consolidated clerical testing offered once per month. Scores received will be valid for 3 years. Can refresh or retest after 6 months. Handled similar to GRE/SAT (math vs. verbal). Still application process for specific job title. 6 sub tests paper and pencil along with some computer based tests. Individual scores maintained in central compository. Each competency is linked and weighted to individual classifications. Different cutoffs will be established for each classification based upon KSA's required. Piloted exam with current incumbents, planning to roll out test battery to the public in November. Rather than recruiting for specific job titles, they will market organization and generic test battery. Will report out on how it goes in January if data is available.

**Agencies present with no new information/feedback to report at this meeting:**

- County of San Mateo
- San Jose State University
- Las Vegas Valley Water District
- County of Washoe
- CODESP
- Corrections Standards Authority
- City of Las Vegas
- County of Monterey
- City of Torrance
- County of Yolo
- PeopleAdmin