

WRIPAC

Western Region Intergovernmental Personnel Assessment Council

TRAINING AND MEETING AGENDA

January 27 – 29, 2009

Location: Delta King Hotel

1000 Front Street

Sacramento, CA 95814

(800) 825-5464

Register Online at www.wripac.org

Pre-Meeting Training #1: **JOB ANALYSIS**

Presenter: Karen Coffee & Mike Willihnganz

Tuesday, January 26 – Wednesday, January 27, 2010

8:30 a.m. – 4:30 p.m.

Course:

Job Analysis is the driving force behind some of the most critical human resources 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. A new *wripac* Job Analysis Manual is included. Instructors will be the Manual authors: Mike Willihnganz and Karen Coffee.

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MEETING AGENDA

Thursday, January 28, 2010

8:30 a.m. – 9:00 a.m.	Coffee & Networking
9:00 a.m. – 9:15 a.m.	Opening Remarks
9:15 a.m. – 10:00 a.m.	Round Table
10:00 a.m. – 10:15 a.m.	Morning Break
10:15 a.m. – 11:45 p.m.	<p>Competency Modeling: Practitioner’s Panel Discussion A panel will share their views and experiences with competency modeling as an approach to job analysis, selection procedure development, and organization development. Panelists will offer responses to some prepared questions, but an interactive dialogue with meeting participants will be the main event.</p> <p>Presenters: Rod Freudenberg, Ph.D. is currently the Personnel Director for the Los Angeles County Office of Education. Dr. Freudenberg has also been Assistant Personnel Director, Selection for LAUSD; Corporate Manager of Organizational Effectiveness for Hughes Electronics, and Personnel Research Supervisor for Los Angeles County. He received his Ph. D. in Industrial/Organizational Psychology from Colorado State University and has served on the faculty of Colorado State University, Purdue University, and the California School of Professional Psychology.</p> <p>Karen Coffee, IPMA-CP began her career at the California State Personnel Board where she held a variety of positions in several divisions. From February, 1998 until July, 2001, she served as Chief, Personnel Management Services at the California Department of the Youth Authority. In July, 2001, she returned to the California State Personnel Board to assume the position of Chief, Merit Employment and Technical Resources. In 2007, she moved to the California Prison Health Care Services where she serves as Deputy Director, Human Resources (New Facilities). She retired in December, 2009 and is now working part time as an HR consultant. Karen has served as President of several national and regional professional personnel associations including IPMAAC, WRIPAC, PTC/SC and PTC/NC and has published articles in national journals. Karen was the 1990 recipient of the Stephen E. Bemis Memorial Award for excellence in personnel management and the 2003 recipient of the Clyde J. Lindley Distinguished Service Award from the International Public Management Association Assessment Council. Karen received a Bachelor of Arts degree from Stanford University and a Masters in Public Administration from UCLA.</p> <p>CONTINUED ON NEXT PAGE...</p>

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10:15 a.m. – 11:45 p.m.	<p>Competency Modeling: Practitioner’s Panel Discussion, CONTINUED</p> <p>For nearly twenty years, Donna L. Denning, Ph.D. has been a Personnel Research Psychologist at the City of Los Angeles. In this capacity, she has supervised staff in conducting hundreds of test validation studies and a vast array of other personnel research studies. In addition, she has been responsible for the development and administration of hundreds of civil service examinations as well as for the City’s job classification function.</p> <p>Dr. Denning serves as an advisor to management on technical testing issues, has served as respondent for the City to litigation and consent decree proceedings involving employee selection and, in some circumstances, has served as an expert witness in these matters.</p> <p>Dr. Denning is an active member of several professional personnel testing organizations including the Society for Industrial and Organizational Psychology, the International Public Management Association Assessment Council, and the Personnel Testing Council of Southern California. She is a member of the editorial boards of <i>Personnel Psychology</i> and the <i>International Journal of Selection and Assessment</i> and is also a recipient of the Stephen E. Bemis Memorial Award for outstanding contribution to the field of personnel assessment.</p>
11:45 a.m. – 1:15 p.m.	Lunch
1:15 p.m. – 1:45 p.m.	Introduction of New Committees – Assignment of Committee Chairs
1:45 p.m. – 2:45 p.m.	Committee Meetings
2:45 p.m. – 3:15 p.m.	Committee Presentations
3:15 p.m. – 3:30 p.m.	Afternoon Break
3:30 p.m. – 4:30 p.m.	Values Exercise
4:30 p.m.	Visit the Hospitality Suite!
6:00 p.m.	Dr. WRIPAC – Come Join Us!

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MEETING AGENDA

Friday, January 29, 2010

8:30 a.m. – 9:00 a.m.	Coffee & Reconvene Meeting
9:00 a.m. – 10:30 a.m.	Speaker – Maria De Guevara, Assistant Vice President for Human Resources, San Jose State University Topic – To Be Announced
10:30 a.m. – 10:45 a.m.	Morning Break & Check Out
10:45 a.m. – 11:30 a.m.	Membership Business Meeting **MEMBER ATTENDANCE REQUIRED** Regular Business Agenda Revision of By-Laws
11:30 a.m. – 12:00 a.m.	Continuation of Round Table
12:00 p.m.	Closing & Adjournment – Thank You for Coming and Have a Safe Trip Home!!!