

**T · A · C · T\***

**FAIR Employment Practices  
Are  
GOOD Employment Practices**

**Guidelines for Testing and Selecting  
Minority Job Applicants**

**Conference — Workshop**

**Del Webb's Townhouse**

**San Francisco**

**May 24, 1966**

**\*Technical Advisory Committee on Testing to the  
California Fair Employment Practice Commission.**

# A G E N D

General Session — 9 A.M. to NOON

## OPENING REMARKS

Howard  
C.  
Lockwood



Chairman  
Technical Advisory  
Committee  
on Testing

Corporate Manpower and Management Development Specialist  
Lockheed Aircraft

## WELCOME

C.  
L.  
Dellums



Chairman  
Fair Employment  
Practice  
Commission

## KEYNOTE

Wayne  
L.  
Horvitz



Vice President  
Industrial Relations  
Matson  
Navigation  
Company

## GUIDELINES

"Accurately Define Job Duties and Requirements"

Peter  
D.  
Van Der Meulen



Manager  
Salary Adm. &  
Org. Planning  
Fibreboard  
Paper Products

"Screen Applicants Only on Factors Related to  
Job Requirements"

William  
Redmond



Chief of  
Employment  
Service  
State Dept.  
of Employment

"Use Tests Appropriately and Only When They  
Relate to Performance"

William  
C.  
Burns



Personnel  
Research  
Specialist  
Pacific  
Gas & Electric  
Company

"Consider All Relevant Factors in Final Selection"

Vern  
F.  
Peak



Director of  
Personnel  
Recruitment  
& Development  
Kaiser  
Industries

"Recognize the Special Problems of  
Minority Applicants"

Marie  
Felder  
Ph.D.



Supervisor  
Graduate  
Internship  
Program  
University  
of  
California  
Berkeley

Luncheon Session — 12:15 P.M. to 2 P.M.

## INTRODUCTION

Dwight  
R.  
Zook



Commissioner  
Fair Employment  
Practice  
Commission

Corporate Director, Personnel Services  
North American Aviation

# A

## PRINCIPAL ADDRESS

Aileen  
C.  
Hernandez



Commissioner  
Equal Employment  
Opportunity  
Commission

Workshops — 2:15 P.M. to 3:45 P.M.

Purpose of the workshops is to discuss in detail the imple-  
mentation of the five guidelines. Assignment of each partici-  
pant is indicated on the name tag.

General Session — 4:15 P.M. to 4:45 P.M.

## PANEL REVIEW OF WORKSHOP SESSIONS



Jack W.  
Sindall  
Employee  
Relations  
Division Manager  
Standard Oil  
of California



Robert  
Brauer  
Skills Bank  
Director  
Bay Area  
Urban League



Jack  
Regal  
Ph.D.  
Director of  
Research  
Oakland Dept. of  
Human Resources

## CONFERENCE SUMMARY

Howard C. Lockwood

**STATE OF CALIFORNIA**  
Edmund G. Brown, Governor

**DEPARTMENT OF INDUSTRIAL RELATIONS**  
Ernest B. Webb, Director

**FAIR EMPLOYMENT PRACTICE COMMISSION**

C. L. Dellums, Chairman  
Elton Brombacher  
John Anson Ford  
Louis Garcia  
Clive Graham  
Mrs. Audrey M. Sterling  
Dwight R. Zook

**DIVISION OF FAIR EMPLOYMENT PRACTICES**

Edward Howden, Chief  
455 Golden Gate Avenue  
San Francisco, California

**TECHNICAL ADVISORY  
COMMITTEE ON TESTING**

**OFFICERS**

**Chairman**

Howard C. Lockwood  
Lockheed Aircraft

**Vice-Chairman**

Marie Fielder, Ph.D.  
University of California, Berkeley

**Information and Education  
Subcommittee**

Chairman: J. W. Sindall  
Standard Oil Co.

Vice-Chairman: William Redmond  
State Dept. of Employment

Vice-Chairman: Philip Earl  
Merchants and Mfrs. Assn.

**Research Subcommittee**

Chairman: Jay T. Rusmore, Ph.D.  
San Jose State College

Vice-Chairman: William C. Burns  
Pacific Gas and Electric Co.

Vice-Chairman: Mary Tenopyr, Ph.D.  
North American Aviation

**Technical Subcommittee**

Chairman: Victor Howard, Ph.D.  
System Development Corporation

Vice-Chairman: Jack Regal, Ph.D.  
Oakland Dept. of Human Resources

**TECHNICAL ADVISORY  
COMMITTEE ON TESTING**

**MEMBERS**

Elliott G. Bates  
Wells Fargo Bank  
Robert Brauer  
Urban League of the Bay Area  
Harry Brown  
Bechtel Corporation  
Fred Castro  
Capwell's Department Store  
Norman Cliff  
University of Southern California  
Martin Collor  
U. S. Civil Service Commission  
Winston Crouch, Ph.D.  
University of California, L.A.  
William Danielson  
City of Berkeley  
Norman Edlund  
City and County of San Francisco  
Thomas L. Fike  
East Bay Conf. on Religion and Race  
Manuel H. Guerra, Ph.D.  
University of Southern California  
Edna Haynes  
U. S. Civil Service Commission  
Frank Herbert  
Pacific Telephone and Telegraph Co.  
Sy C. Herstein  
State Dept. of Rehabilitation  
Wayne Higbee  
City of Fresno  
Eleanor Hitchings  
Liberty Mutual Insurance Co.  
Ollie Jensen  
State Personnel Board  
Irene Jones  
General Telephone Co.  
Vincent Kennedy  
California Retailers Association  
Barbara A. Kirk  
University of California, Berkeley  
Warren Kirsten  
State Department of Employment  
Stuart Loomis, Ph. D.  
San Francisco State College  
Ruth Love  
State Department of Education  
Joseph Miller  
Liberty Mutual Insurance Co.  
Philip Montez  
Assn. of Mexican-American Educators  
Jack Parrish, Ph.D.  
Lifton Industries, Inc.  
Vern F. Peak  
Kaiser Industries  
Jane Rubey  
San Francisco Placement Bureau  
Floyd Ruch, Ph.D.  
Psychological Services, Inc.  
Joseph M. Sacks, Ph.D.  
Veterans Administration  
Walter Scott  
S. F. Human Rights Commission  
William Smith  
Federated Employers of Bay Area  
Vernon Taylor  
State Personnel Board  
P. D. Van Der Meulen  
Fibreboard Paper Products  
Rick Wall  
Bechtel Corp.  
Neil D. Warren, Ph.D.  
University of Southern California  
Harold Wilson  
Alameda Co. Central Labor Council  
K. A. Wood  
Southern Pacific Co.