

The Census 2000 Data Has Arrived!

Well, it finally happened. On December 29, 2004 the U.S. Census Bureau released the majority of the 2000 EEO Census File and the remaining files were just released in February 2004. The detailed data needed for AAP development is now available at www.census.gov. Biddle Consulting Group, Inc. (BCG) has acquired the files and is programming a tool to assist the public in accessing the data.

The big question remains, “what does this mean to federal contractors?” The initial opinion for many is “hurry up and wait.” Even though contractors are anxious to put the old 1990 data away forever, there are several reasons why BCG and others suggest that contractors should not be in a rush to use the 2000 Census for their 2004 plans.

1. There is residence and worksite data in the file. There is an ongoing debate about which format should be used for Affirmative Action Planning and many people will need formal guidance before choosing the best file to use for their plan.

2. The Equal Employment Opportunity Commission (EEOC) is expected to announce possible changes to the EEO-1 form in 2004 for implementation in 2005. With the possibility of splitting out Hawaiian and other Pacific Islander into its own race group, the conservative planners will wait and see before choosing from the 2000 file race codes to use in a 2004 plan.

3. There are 12 race and ethnicity codes listed in the 2000 EEO file. While the EEOC has recently posted guidance

on bridging to the previous race/ethnicity codes, the Office of Federal Contract Compliance Programs (OFCCP) has yet to acknowledge these combinations as the proper format for your AAP.

4. Any changes to the regulations must be approved by the OMB (Office of Management & Budget) and making changes to the regulation is a notoriously long and frequently delayed process (think “Definition of an Applicant”). In the end, it may be acceptable to use the new data, but it will be the innovators that move into the new availabilities.

Resources on the Internet

<http://www.dol.gov/esa/regs/compliance/ofccp/censuseo.htm>

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http://www.eeoc.gov/stats/census/race_ethnic_data.html

Notice on OFCCP’s Use of Census 2000 Special EEO File for Determining Reasonableness of Availability Determinations (see the OFCCP website at <http://www.dol.gov/esa/regs/compliance/ofccp/censuseo.htm>)

Contractors frequently use U.S. Census Bureau data to determine availability and the OFCCP relies on Census data to assess whether a contractor’s availability determination is reasonable. Because the OFCCP uses Census data it is part of a Federal Consortium consisting of the EEOC, the Department of Justice, and the Office of Personnel Management (OPM) that entered into a reimbursable agreement with the Census Bureau to construct the Census 2000 Special EEO File according to specifications developed

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AutoAAP® 10.0 - Client Server & Desktop

As the first quarter of 2004 reaches its midpoint, federal contractors are still trying to complete their calendar year AAPs with limited success, and with audit letters and EO Surveys arriving everyday, it is more difficult than ever for people to keep up with the ever-changing EEO requirements.

In 2004 it will be more complex than ever with the 2000 EEO file now in release and changes coming to the EEO-1 and EEO data collection requirements.

After 18 months in development, Biddle Consulting Group, Inc. (BCG) has created the perfect tool – AutoAAP version 10.0 (Client Server or Desktop Versions available soon).

During the development process for AutoAAP 10.0, BCG took all the basic elements of plan development and placed it into the most advanced technology in the market by utilizing Microsoft® .Net

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AutoAAP®

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(dot net) tools, while surrounding it with all the help and details that clients require. Utilizing MS .Net keeps BCG on the leading edge of application development having a significant impact on installation, multiple-user deployment and upgrades. In addition, using MS .Net will allow BCG to eventually convert AutoAAP to a web-based application, enabling companies to run the software via their Intranet, if desired.

There are many unique features in the new version of AutoAAP that will help make the AAP development process faster and smoother — and ensure that you are in compliance.

AutoAAP 10.0 will allow users to:

- Import all plan files simultaneously through LAN, WAN or Citrix
- Network SQL database tested for over 1 million records
- Manage & store unlimited plans
- Allow for placing any site or combination of sites into a plan
- View all plan files or backup plans as desired
- Create Functional, Establishment Based or Rollup plans
- Create all required reports, supporting documentation or additional reports (quarterly, compensation, etc.), and a detailed narrative, all linked to the software
- Save reports as Adobe (.PDF), MS Word, or MS Excel files
- Create plan elements and share with any or all other plans
- Entire Census file built-in (2000 Census version available soon)
- Extremely flexible and very user-friendly

AutoAAP 10.0 is a useful solution for companies large or small. The Desktop version is suitable for companies looking for a software tool to develop one plan or that have one user developing all AAPs. Installation is simple and takes only a few minutes to load directly onto your computer. The software is a very user-friendly program

designed to help the novice user create their plan(s) using a logical, streamlined process. The most advanced users will find all the flexibility and high-level tools that they require to meet the regulations, as well as the needs of their organization.

If a mid to large size company has multiple users developing affirmative action plans, AutoAAP 10.0 Client Server version is the most advantageous program to use. The Client Server software has a shared-access database with the ability to allow multiple simultaneous users centrally or remotely.

The security options allow for a system administrator to set up read or

write access for users and/or allow access to one or all AAPs. If you are tired of spending days, weeks, or months developing several AAPs, this program will be your savior.

The knowledgeable input of many sources has gone into the development of AutoAAP. Not only does BCG use all internal programming staff, we also absorb the input of professionals throughout the industry -- 20-year EEO consultants, labor attorneys, former OFCCP staff, and our own team of tenured consultants. Take a look at the AutoAAP 10.0 software - you have never seen an AAP system like it. ☼

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by the Consortium. The Census 2000 Special EEO File was released to the public on December 29, 2003. This data file, which contains information on 472 occupations, is similar to comparable files from the 1970, 1980 and 1990.

Contractors who use the Special EEO File to determine availability may begin using data from the Census 2000 Special EEO File immediately. However, the OFCCP recognizes that some contractors have already prepared their AAPs for 2004 based on earlier Census data, which was the most current data available at the time.

OFCCP will provide contractors using Special EEO File census data time to update their AAPs. OFCCP will expect all contractors who use census data to determine availability estimates to use data from the Census 2000 Special EEO file to complete their AAPs for 2005. OFCCP will begin to use data from the Census 2000 Special EEO File to assess the reasonableness of the contractor's availability determinations beginning with AAP years that commence on or after January 1, 2005.

The Census 2000 Special EEO File

retains the greatest detail of race and ethnic data possible under the requirements for maintaining respondent confidentiality.

The format for the collection and presentation of race and Hispanic origin (ethnicity) data in the Census 2000 Special EEO File may not match the format for previous and future data

collection and reporting activities with respect to civil rights enforcement and monitoring. Thus, the EEOC is providing the following guidance to maintain essential information on both race and ethnicity (Hispanic origin) from Census 2000 for the Special EEO File for civil rights purposes.

EEOC's General Guidance on Combining and Bridging Race and Ethnic Categories from the Special EEO File (*see the EEOC website at http://www.eeoc.gov/stats/census/race_ethnic_data.html*)

As the Census Bureau collected race and ethnic (Hispanic origin) data in Census 2000 in a way that may not match

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Coming March 2004:
Census 2000 Data Online
Ordering at:
www.biddle.com/aa/census_data.htm

TVAP™: Test Validation & Analysis Program™ Software

Because written tests are typically effective selection devices, yet also generate adverse impact, they are one of the most used and most litigated selection devices.

The test validation and analysis process once required the use of several costly and complex statistical software programs. Now the process is seamlessly integrated into the easy-to-follow Test Validation & Analysis Program (TVAP) software.

The TVAP software helps employers develop and validate tests that are effective and fair. After the test is administered, the TVAP software provides an employer with the tools to

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the format used by several federal agencies involved in monitoring and enforcing civil rights in employment, a methodology to combine the race and ethnic (Hispanic origin) data from the 2000 Special EEO File into the minimum categories in the combined format for race/ethnic categories has been developed by EEOC. A bridging methodology from the EEO File to the prior racial/ethnic categories has also been developed.

The minimum combined format for the racial/ethnic categories are: White; Black or African American; Hispanic or Latino; American Indian or Alaska Native; Asian; and Native Hawaiian or Other Pacific Islander. Since the revisions to the standards for race and ethnicity was published, an additional category of "Balance" has been widely used rather than previous "Other" category. The prior racial/ethnic categories were: White not of Hispanic origin; Black not of Hispanic origin; Hispanic; Asian or Pacific Islander; American Indian or Alaskan Native; and Other.

For more information on the Census 2000 Data and guidance on collating race and ethnic data, please visit http://www.biddle.com/aa/census_data.htm or call (800) 999-0438. ❄

evaluate test items for bias and establish cutoffs that minimize adverse impact.

In order to successfully defend a written test that has been challenged, an employer must show that the test is "job related and consistent with business necessity" by conducting a validation study addressing the multitude of relevant guidelines, standards, principles, and court cases. TVAP assists employers in the validation process by leading them through *a step-by-step validation process* that has been designed to address the applicable testing standards, guidelines, and legal precedence.

Conducting a validation study can be very complex and expensive. Employers can easily lose an EEO challenge because the study failed to address one or more of the required critical components. TVAP offers a streamlined roadmap through a validation process that integrates steps and analyses that have been previously endorsed by the courts. *Many of the analyses and steps in TVAP are taken directly from these testing standards and guidelines*, and have been included in the program along with easy-to-follow tips and instructions that make typically complex hurdles simple to overcome.

The Test Validation & Analysis Program (TVAP) includes two Microsoft® Excel Workbooks that are designed to be used by personnel professionals to aid in developing and validating written tests that address professional standards, the Uniform Guidelines on Employee Selection Procedures (1978), and relevant court cases. The Workbooks include macros, surveys, and formulas that address the standards for content validity applied in *Contreras v. City of Los Angeles* (656 F.2d 1267, 9th Cir. 1981) and *U.S. v. South Carolina* (434 US 1026, 1978).

TVAP, the Test Validation & Analysis Program, includes:

- The *Test Validation Workbook* that is designed to help you collect the data necessary for a defensible content validation of a test.
- The *Test Item Survey* to be

completed by subject-matter experts (SMEs) to gather validation evidence for written tests. Fourteen questions are included that are designed to address testing standards, the Uniform Guidelines, and concepts derived from test litigation.

- The *Test Item Survey Workbook* that can be used to input data from the Test Item Survey, *tabulate the results, and screen test items for addressing specified test validation criteria.*
- The *Test Analysis Workbook*, which is used for
 - *importing rater/test score data*
 - *conducting rater reliability and rater panel reliability analyses*, and identifying "outlier" raters
 - *conducting item analysis for tests of up to 300 items*: point-biserial correlations, item difficulty, and differential item functioning analyses to analyze test item bias
 - *conducting test-level analyses*: Cronbach's Alpha coefficient, Kuder Richardson or KR-21 reliability, mean, standard deviation, classical standard error of measurement, and conditional standard error of measurement
 - *inputting item Angoff ratings*
 - *setting a "critical score,"*
 - *setting a modified Angoff cutoff score* using the procedure followed in the U.S. v. South Carolina case
 - *analyzing the cutoffs for adverse impact* using the Fisher Exact statistic and practical significance tests.
- The *50-page Instruction Manual* (PDF file, 436 KB) includes instructions for the use of TVAP, references, and appendices. The appendices include manuals for writing better test items and for conducting effective Angoff panels. ❄

2004 Calendar

Conferences & Expositions

: March 1-2 :

(CriticCall)
Western Regional
APCO Conference
Spokane, Washington

: May 4-6 :

(CriticCall)
Navigator Conference
Nat'l Academies of Emerg. Dispatch
Las Vegas, Nevada

: May 15-17 :

(OPAC)
ALA National Conference
Association of Legal Administrators
Philadelphia, Pennsylvania

: May 24-25 :

(CriticCall)
East Coast Regional
APCO Conference
Charleston, West Virginia

: June 14-15 :

(CriticCall)
NENA Annual Conference
Nat'l Emergency Numbers Assoc.
Tampa, Florida

: June 27-29 :

(AAP & OPAC)
SHRM Annual Conference
Society for HR Management
New Orleans, Louisiana

: August :

(CriticCall)
APCO International
Annual Conference
Montreal, Quebec, Canada

: August :

(AAP)
NILG Annual Conference
Nat'l Industry Liaison Group
St. Louis, Missouri

AAP Training Workshops

: March 16-17 :

*Affirmative Action Plan
Methodology & Software Training*
Chicago, Illinois
Cost: \$990

: May 11-12 :

*Affirmative Action Plan
Methodology & Software Training*
Rancho Cordova, California
Cost: \$990

: August 3-4 :

*Affirmative Action Plan
Methodology & Software Training*
Rancho Cordova, California
Cost: \$990

: November 9-10 :

*Affirmative Action Plan
Methodology & Software Training*
Rancho Cordova, California
Cost: \$990

For more information on any of the conferences, training workshops, or other Biddle Consulting Group, Inc. events listed, please call BCG toll-free at (800) 999-0438 or e-mail your questions to staff@biddle.com.

Check out these websites:

www.biddle.com | www.opac.com | www.criticall911.com | www.fireselection.com | www.uniformguidelines.com

User's Groups: Get the most out of your software

Current customers of OPAC® office skills testing software and CritiCall® dispatcher testing software already receive unlimited telephone technical support, plus any upgrades or updates to the software, if they have a current maintenance agreement in effect. Now current clients also receive a free User's Group membership.

The User's Group offers the latest information, training, and access to assistance about using our software. In

addition to the User's Group web pages, User's Group member organizations are exclusively invited to attend special training and educational seminars that are held concurrently with some national conferences (call for dates & details of upcoming meetings).

The User's Group is open to all organizations that are current on their Service Plan (OPAC Plus or CritiCall Elite). The Service Plan includes access to the User's Group web pages, unlimited

toll-free technical support, and all upgrades/updates.

If you would like to renew your Service Plan or check on the status of your organization's plan, please contact Stephanie at (800) 999-0438 ext. 120 or via e-mail at stephanie@biddle.com.

If you would like to host a User's Group training/education session in conjunction with a regional conference in your area, please contact us toll-free at (800) 999-0438. ❄



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