

CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP

POST OFFER PRE-PLACEMENT EVALUATION PROGRAM



The purpose of the Post Offer Pre-Placement Evaluation Program (PEP) is to determine if applicants possess the level of strength necessary to perform essential job functions. The positions we currently test are: custodian, food service worker, special education instructional assistant, building & grounds maintenance worker, delivery driver, warehouse worker, heavy equipment mechanic & special education bus driver. The physical demands of each position were closely observed, measured, and examined by a job analysis expert. The collected information was used to determine the corresponding cutoff scores.

Please arrive 10 minutes early to complete paperwork. Appointments last approximately 45 minutes.

ON THE DAY OF YOUR APPOINTMENT.....

DO

- * Bring photo identification, such as a driver's license, identification issued by the DMV, military identification or passport.
- * Bring an interpreter if you have trouble understanding, reading, writing, or speaking English. *CCCSIG does not provide interpreters.*
- * Wear comfortable clothing that permits unrestricted movement of arms, legs and hips. No dresses or skirts.
- * Wear flexible shoes. No boots, clogs, heels or sandals. *Your appointment will be rescheduled if you are not dressed appropriately.*
- * Eat and drink fluids as you normally do (with the exception of those fluids that contain caffeine or alcohol). Avoid eating a heavy meal immediately before the test.
- * Take your normal medications/prescriptions at your normal times.
- * Bring your asthma inhaler, if asthmatic.

DO NOT

- * DO NOT consume caffeinated products (coffee, tea, sodas) for at least four hours before your appointment.
- * DO NOT smoke or chew tobacco products for at least four hours before your appointment.
- * DO NOT drink alcoholic beverages or ingest/smoke/inject any illegal drugs before your appointment. *The testing technician reserves the right to stop the testing session if he/she finds reason to believe you are under the influence of alcohol or illegal drugs.*
- * DO NOT bring children to your appointment unless they are accompanied by another adult while you are in the testing room. Children are not allowed in the testing room or alone in the lobby.
- * DO NOT engage in vigorous exercise before the test.
- * DO NOT wear perfume, cologne, strong lotions or hair spray.

What to do if you are ill on or near the day of your strength test:

It is important that you are well-rested for the strength test. If you have had an illness previous to your scheduled test, and are still not feeling 100% better, please consider rescheduling for a different day.

What to do if you fail the strength test:

Applicants may re-take the test in 12-weeks per district approval. It is expected that during this time frame applicants are working on increasing their upper and lower body muscle strength.

WHAT HAPPENS DURING THE TEST?



QUESTION & ANSWER

A qualified technician will review your completed forms, which include an informed consent and health questionnaire, and allow time to answer questions.



BLOOD PRESSURE CHECK

Your blood pressure and resting pulse will be checked to determine if it is safe for you to perform the strength test.

Note: A medical clearance form will be provided if:

- * BP is at or over 160/100
- * Resting pulse is at or over 100
- * Any condition, such as a recent/past injury, sprain or surgery, exists that could further be worsened by the exertion of maximal force.

In the event that any of the above conditions should apply, it is necessary that the medical clearance form be completed and signed by a physician indicating that it is safe for you to perform each strength test.

WARM-UP

This segment consists of 6-7 stretches and agility exercises including upper and lower body muscle groups.

STRENGTH TESTING

The strength tests include:

- * Grip Test
- * Arm Lift
- * Torso Pull
- * Shoulder Lift

Each test will require you to exert maximal force for three seconds. Each test is performed three times with the first trial being a practice test. The score for each test is obtained by taking the average of the following two trials.



All four tests must be completed in order to pass. When testing is over, CCCSIG notifies the school district of your pass/fail status only, and not actual scores.

***NOTE: CCCSIG does not disclose pass/fail status or scores to applicants.**

DIRECTIONS

For specific driving directions, please visit www.mapquest.com.

By Car:

680 Southbound

Take Willow Pass Exit
Right on Willow Pass
Left turn on Contra Costa Blvd. (light)
Left turn on Ellinwood Drive (light)
Left turn at Ellinwood Way
Right into first driveway
CCCSIG is the brown building with green trim on the right

680 Northbound

Take Willow Pass Exit
Left on Willow Pass Road
Left turn on Contra Costa Blvd. (light)
Left turn on Ellinwood Drive (light)
Left turn on Ellinwood Way
Right into first driveway
CCCSIG is the brown building with green trim on the right

By BART/Bus:

Take a BART train to Pleasant Hill. Look for a County Connections bus that travels route 109, which runs along Contra Costa Blvd. This bus will drop you off next door to CCCSIG.

Please visit www.cccta.org for bus schedule and fare information.



CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523
1-866-922-2744 ext. 239
(for scheduling appointments)
www.cccsig.org

