

## 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, heavy equipment mechanic, bus driver, warehouse worker and delivery 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.
- \* Wear flexible shoes. No boots, clogs, heels or sandals. *Your appointment will be re-scheduled 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.
- \* Consider bringing water with you as there is none available at the testing facility.
- \* 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?



## **PRE-TEST CHECK:**

A qualified technician will review your completed forms, which include an informed consent and health questionnaire, and allow time to answer questions. Your blood pressure and resting pulse will be checked to determine if it is safe for you to perform the strength test.

A CCCSIG Medical Clearance Form is provided if any of the following conditions apply:

### *During the Blood Pressure Check:*

- \* Blood pressure is at or over 160/100
- \* Resting pulse is at or over 100



### AND/OR:

- \* Any condition, such as a recent/past injury, sprain or surgery, exists that could further be worsened by the exertion of maximal force

### AND/OR (*In the past 5 years*):

- \* Diagnosed as having heart or circulatory problems
- \* Frequently had pains in your heart or chest
- \* Often felt faint or had dizzy spells
- \* Been told by a doctor that you have a bone, muscle or joint problem that has been aggravated by exercise or could be made worse by exercise
- \* Been told by a doctor that you have a physical restriction, i.e., ability to lift

The CCCSIG Medical Clearance Form must be approved and signed by a physician before you can take the strength test. If you would like to obtain the Medical Clearance Form and instructions for submitting the form to CCCSIG in advance of your appointment, please contact CCCSIG at 1 (866) 922-2744 ext. 261. Note: Only the actual CCCSIG Medical Clearance Form will be accepted.

## **WARM-UP**

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

## **STRENGTH TESTING INCLUDES:**

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, which does not count toward the final score. The score for each test is obtained by taking the average of the two maximum effort 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.

## **DIRECTIONS**

For specific driving directions, please visit [www.mapquest.com](http://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 light green building with white 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 light green building with white trim on the right

### **By BART/Bus:**

Take a BART train to Pleasant Hill. Look for a County Connections bus that travels route #9 (destination sign says Diablo Valley College), which runs along Contra Costa Blvd. This bus will drop you off next door to CCCSIG.

Please visit [www.cccta.org](http://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)**

