



## **simplifying** human resources

Regardless of your public agency's size, type or geographical location, CODESP has the ideal web-based talent assessment tools to fit your needs. Improve candidate quality, hire more efficiently, cut costs, and boost employee performance.

### **Talent Management Products & Service Provider for the Public Sector**

#### **What is CODESP?**

CODESP is a consortium of public educational agencies which includes school and college districts, charter schools and ROPS. We also provide our products and services to other public agencies (cities, counties, courts, utilities, parks, transit, special districts) through our subscriber program. CODESP has provided quality human resource services, training, and employee selection materials for over 35 years. Since we are a public agency (JPA) we understand our customer's needs. There are 10 Board of Directors elected by the consortium membership.

CODESP stands for the Cooperative Organization for the Development of Employee Selection Procedures.

CODESP's mission is to improve the public agency workforce quality by enhancing the accuracy and job-relatedness of their recruitment, testing and selection processes, while increasing efficiency, providing training opportunities and helping customers adhere to the highest legal and professional standards

Our strategy is based on three important principles — quality, cost savings and effectiveness, but our foundation is service focused. We offer a wide selection of test materials so our clients can customize their selection tools to hire superior employees. Joining CODESP is an investment that will benefit your organization for many years to come.

We are not a profit-minded private sector company. CODESP is a public sector joint powers agency which understands what other public agencies need. Frequent updates to our test material banks, no test rental fees, and allowing our customers to make the final selection are some of the features that make us unique. Additionally, we offer free HR webinar training programs.

With a staff of HR, industrial/organizational psychology, and writing professionals, and easy-to-use online software tools, CODESP can take the employee selection burden away from your staff. Let us help your agency hire the best!!!

CODESP's test materials can be used to develop custom tests directly from our customer's desktop. We have over 35,000 multiple-choice items in our Item Bank. There are over 10,000 questions by competency and job family in our online/cloud-based Interview Bank/Builder. Our annual fee covers the test materials, edits, access to our online builders and webinar training. Other selection materials include writing and performance exercises.

Call us for a demo and visit [www.codesp.com](http://www.codesp.com) and click on Join CODESP on the blue toolbar for our Fee Schedule and to read our Frequently Asked Questions. A list of the job families currently

available is at the end of the Frequently Asked Questions. As a public agency, our annual fees can be kept low, while our customer service ratings remain high.

### **Who is eligible to join/become a customer?**

Any public agency is eligible to become a customer and receive CODESP products and services. Public educational agencies become members of the consortium and all other agencies receive the same services as a subscriber. Afterschool providers can also subscribe to receive test materials and training if they provide services to a public school.

### **Why should your district/agency become a customer?**

- Staff is overwhelmed by too many candidates
- Applicants lack the minimum qualifications
- Hiring managers complaining about candidate quality
- New hires don't "fit" well into the organization or the job
- Interview questions have been used too many times-need new and more variety
- Current tests are generic and contain questions that aren't applicable to your organization
- You lack control over your selection material content
- You do NOT have the budget to pay consultants or vendors for:
  - new multiple-choice question development
  - question edits
  - per candidate fees
  - test rental fees
  - training

If any of the above is true, you need to consider CODESP.

### **How do we receive services?**

Contact CODESP for registration directions or click on **Join CODESP** from the blue toolbar. After registration is complete, customers receive a log-in name and password so that they can access the secure areas of the website. If you have been a member before, do NOT re-register, we will activate you (it is best to check with us if you aren't sure). School and college customers join as Members. Other public agencies and afterschool providers join as Subscribers.

### **What are the fees?**

Fees are posted under **Join CODESP** under **Fee Schedule for CODESP Services** by type of agency. Mid-Year rates are listed and require full year membership/subscribership for the following year. There are discounts for small districts and agencies and no refunds.

**School districts with an ADA of less than 1,000** receive free services if their County Office of Education is a member. If their County Office of Education is not, these districts can become a member for half the normal fee, but there is no Mid-Year option to join. All school districts receiving test materials, or testing services using CODESP products from a County Office of Education, must be a CODESP member.

There are no extra fees for test packets updates, test administrations, or auto item analysis through online testing for members but extra fees apply for online testing for subscribers. **Check the posted Fee Schedule.**

### **How can CODESP help my agency?**

- Test generation from a vast multiple-choice item bank.
- Interview questions easily accessible from our online Interview Builder and searchable by Job Level, Competency, and Job Family

- Other test materials such as writing exercises, performance tests and supplemental applications available on the secure area of the site or by request.
- Accessible services from the client's desktop.
- Two test format options: Online and paper.
- Multiple-choice test scoring and item analysis – Immediate web-based reports available for online tests.
- Efficient and low cost services: No per candidate or test rental fees.
- Free HR “hot topics” training: Webinar (archived under **Links** for on-demand viewing) and on-site.
- Test library: Previously generated online and paper tests are stored for easy access.
- Interview Builder: Online interview generator by competency or job family.
- Applicant test preparation materials under **Links**.

### **Who develops the multiple-choice test items and other test materials for CODESP?**

We work closely with HR departments and Subject Matter Experts to provide job-related and industry specific test materials. We do not offer “canned” tests. Customers choose from the thousands we have in our item bank. If we do not have questions that fit a category that a customer needs, we research the topic and then have them reviewed by Job Experts provided by our customers. We review the position requirements to ensure that the questions developed matched them and the type of agency. We either write our own items or we edit those received from customers. We also review item analysis data to monitor the quality of items and to edit them if needed. CODESP staff includes Bachelor's and Master's level I/O Psychologists, and experienced HR professionals and English majors/Writers.

We use a similar process to develop custom interview and other selection materials. Not all are posted on our website, they are available by request-completion of a CATS Request form.

### **What is required to develop new test materials?**

- Job Analysis, or other information, on the position that provide specific minimum requirements for the position. Minimum qualifications include the Knowledge, Skills, Abilities/Competencies, and other minimum qualifications needed at the time of hire
- Access to a Job Expert, provided by the customer, to review the test questions and help edit them
- Time (more is better) to develop the questions, edit them and have the agency review them to determine job-relatedness. The customer provides at least 15 business days for development, review and edits of new test materials. The 15 days begins after the job expert and technical materials are provided to CODESP.
- CODESP maintains final edit approval on test materials entered into the CATS system.

Multiple-choice (M/C) exams are not the best assessment tool to use for positions such as nurses, therapists, engineers, programmers, and other positions that require certificates/licenses or are highly technical professions. They are also not appropriate for individuals with advanced degrees. Typically, individuals in these positions have already been tested sufficiently in college or taken a licensure exam and it is not appropriate to re-test them.

CODESP will not reproduce certification exams including therapists such as Occupational/Physical Therapists, LVN/RN, Microsoft and other IT certifications, Engineering, POST, bus driver, engineering, fire academy, water treatment operator, CSET, etc. We do have some materials such as interviews and exercises that relate to these positions, but they do not replace the certification exams.

We also do NOT recommend using M/C tests to assess managers. For management level positions, it is best to use other selection tools available by completing a CATS Request Form. They are also not appropriate for individuals with advanced degrees. Typically, individuals in these positions have already taken high level examinations to attain a degree

### **How are multiple-choice questions validated?**

Each agency determines which multiple-choice test items, and other test materials, are relevant for their agency and takes responsibility for the questions chosen to ensure they are job-related. Therefore, the questions are locally validated by each agency through “content validation.” In content validity, a selection procedure is justified by showing that it representatively samples significant parts of the job, such as a Spanish vocabulary test for a Spanish translator. CODESP offers many varieties of questions within each subject area listed on the following page to choose from. Customers select the most job-related test items to include on the exam. Job analysis tools are available online in the secure areas of the website to assist agencies in determining whether their item selection is *linked* to tasks performed on the job.

Each agency is responsible for ensuring final assessments meet all regulatory and legal criteria and are job-related. It is the agencies responsibility to develop and maintain the necessary documentation to support their selection processes.

### **How many subject areas are included in your item bank and how often are they updated?**

We have over 33,000 multiple choice test items in our CODESP Automated Test System (CATS) and the number increases frequently. We update and add test materials as needed and by request. A list is provided below which changes as we add new subject areas. To schedule an online demonstration of our products email: [codesp@codesp.com](mailto:codesp@codesp.com)

Although our item bank is vast and constantly growing we do not provide questions for some of the positions that require certification. For instance, we do not include test questions for RN/LVN, sworn police (POST) and fire personnel but we do have items for campus police officers on topics such as the penal code and campus security scenarios. We also have police, non-post questions for cities and counties.

**See the list on the next page (this list is edited often-contact us for the most current information)**



## CODESP Multiple Choice Item Bank Job Families

Accounting ( <i>including Payroll</i> )	Interpersonal Relations
Airport	Legal
Animal Care	Library / Media
Appliance Repair	Locksmith
Assessment	Machining / Sheet Metal
Assessor	Mail
Athletics	Maintenance ( <i>General</i> )
Attendance	Management / Supervision
Auto Body	Maps / GIS
Benefits	Masonry
Budget	Math ( <i>Variety of subjects</i> )
Building Plans	Mechanic ( <i>Bus &amp; Truck</i> )
Career	Mechanical Ability
Carpentry	Multimedia / Video
Child Development ( <i>including Preschool &amp; Afterschool</i> )	Music
Codes / Permits	Office
Codes / Regulations ( <i>CCD &amp; K12</i> )	Painting
Collections	Paraprofessional ( <i>Previously NCLB</i> )
College Services	Personal Effectiveness
Community / Social Services	Planning
Community K12 Services	Plumbing
Concrete / Asphalt	Police-Non Sworn ( <i>Cadet, Traffic, Tech, Dispatch, Records, CSI</i> )
Construction	Pool Maintenance
Contracts	Power Plant
Custodial	Printing ( <i>Reprographics</i> )
Customer Service	Probation
Data Management	Professional
Drafting ( <i>Auto Cad</i> )	Programs
Drywall / Plaster	Public Health
Electrical	Public Information
Electronics	Public Works
Emergency Preparedness	Purchasing
Energy / Conservation	Radio / Television
English Usage	Rail Transit
Facilities	Reading Comprehension
Fencing	Reasoning
Financial Aid	Records
First Aid	Recreation
Floor Installation	Regulations
Food Service	Research
Glazing	Risk Management
Graphic Arts	Roofing
Grounds ( <i>including Sprinklers</i> )	Safety
Guidance	Science
Hazardous Materials	Security ( <i>Guards &amp; Non-POST</i> )
Health ( <i>Non Licensed, including Therapy</i> )	Software
Human Resources	Spanish
HVAC ( <i>including Refrigeration</i> )	Special Education
Information Technology	Statistics
Instructional Aide ( <i>Classroom Assistance</i> )	Student Assessment

Student Records	Transportation-Bus
Student Relations	Transportation-Driving
Surveying	Transportation-General
Telecommunications	Warehouse
Telephone	Water
Theater	Welding
Training	

*(italics: further information or additional content in item bank)*

### **How are multiple-choice test materials selected and distributed to customers?**

Our service is unique because we send customers online approximately 150 test items per request based on our search for the most job-related items in our item bank. We use agency job descriptions and other information provided by our customers to search for relevant items. The items are sent to the agency's secure CODESP CATS web page. The customer reviews the items and selects them online in this secure password protected area. A **Module Catalog** is available on our website that helps streamline the ordering process. It does not contain all of our items but gives customers a general idea of what we have. Remember, we do not offer multiple choice test questions for professions that require formal certification or for higher level positions that require advance degrees.

Afterschool agencies do not have access to the secure area of the website. All test materials are sent to them through password protected email.

### **Do you have an item classification system?**

Yes, we identify our items by item bank and item number. We also conduct searches for you to match your requests to your job descriptions by keywords.

### **Describe how the test is administered? Do we administer in hard copy? Can it be taken on-line? If online, does it require a licensing fee?**

After the customer selects the questions from those sent to them through our online CATS program, they can choose whether the test will be administered online or in paper and pencil format. An online session can be generated, or the test can be converted to a copier ready test, with cover sheet and test key through our CATS system. Online testing includes instant scoring and online access to item analysis. Paper and pencil tests can be scored by hand, or by Scantron (or other vendors) answer sheets.

### **Do you have online testing? What are the advantages of online test administration?**

Our online testing service was developed for individual and small group testing using the computer. Larger group testing is possible and conducted by some of our customers but it does require proctor login at each computer. Each computer must be checked prior to use.

Online testing eliminates paperwork and answer sheet errors such as double answers recorded or answers not clearly read due to mismarks or those not clearly erased. Instant scoring and analysis is also available when this format is used. Candidates are provided with a time limit and instructions for taking the test. A timer which provides notice of how many questions remain is provided to assist test-takers in completing the test. Candidates can return to questions for review. Figures appear above each question and the pages scroll, so there are no pages to flip through.

### **If the test is administered online, describe the technical support provided.**

Customers report technical problems to us related to our system and our software developers are contacted when necessary. They are available during regular business hours and handle

issues quickly. CODESP cannot assist customers with their IT issues that are not related to our system. Our website has been stable for several years with very little downtime. We schedule website updates after regular business hours. Since online testing requires fast and reliable Internet service, it is the agencies responsibility to work with their IT department to ensure that their Internet service has the speed and reliability required to administer online tests without interruptions in service. We have many success stories from our customers. We require that an agency test their system with us prior to administering online tests with candidates. Agencies are responsible for any issues regarding their equipment, Internet connections or operational errors by test proctors or candidates. An extra fee may be required.

### **How is confidentiality and security maintained?**

Access to the secure area of CODESP's website requires a log-in name and password. Online testing helps to reduce the risk of a security breach because there are no physical test materials to manage. The CATS Online Testing System uses the most advanced security methods available. Test data and data transfer are protected with the highest levels of security. Our servers use industry-standard encryption. Access to the system is restricted to authorized users and requires a login name and password. Registration of users and proctors is rigorous, with clearly defined authorized user levels. All individuals who have access to the system must sign Security Agreements and be involved in the HR and/or selection process at their agency. Tests are scored in real time and results are only available to authorized users. The system monitors access by computer location.

### **Are item statistics available for all test items and from how many agencies and how can we receive item analysis for our test administrations?**

We have item analysis data from a variety of agencies and the service is available automatically with online testing. Call for more information.

Item analysis data is gathered automatically when online tests are administered. For certain item banks we have information from several jurisdictions, for others we do not have as many, but it is increasing daily with our online testing service. Each agency recruits and screens differently so this factor should be considered when reviewing item statistics from different agencies.

### **Does the online testing have to be administered in a secure proctored environment?**

Yes, proctored (by CODESP member agency personnel who have signed a security agreement) testing is the only way that our online testing system can be used at this time. We are looking to add some tests as unproctored in the future but we have no definite plans available at this time.

### **What other test materials do you offer?**

Our other test products include an extensive collection of **Supplemental Applications, Writing Exercises, Performance Exams** and **Situationals**. **Samples** are posted under **Test Materials** and only accessible after login. Custom materials can be requested using the CATS Request Form.

Our online **Interview Builder** is available in the left margin of our website. Customers can build an interview by "shopping" for questions based on competency, job family and job level. There are over 10,000 choices to select from. The interview will include the questions by competency and a rating guide. You can add your own questions and probes. After downloading, the interview and rating guide can be edited to customize it for your agency.

### **What training opportunities are offered?**

Training is provided through live training sessions and webinars. Registration is available on the bottom of the home page under Training by selecting the training you want to attend from the list provided. Most training programs and webinars are restricted to customers of CODESP only and require no fee to attend. Registration for conferences sponsored by other organizations may also be listed here but registration is accessible only from their websites. Webinars are stored in our **Links** area (customer access only) under [Webinar Archive](#) so that “on-demand” viewing of our archived presentations are readily available. We also have a Selection Academy that is available for viewing under Webinar Archives / CODESP Selection Academy.

**What other products and services do you offer?**

We have online sample **Job Analysis Questionnaires** and an online **Job Description Builder** that contain sample tasks, KSAs and competency statements for most school district and some other public agency positions. We do not provide customer specific job analysis or job description writing services, just the tools and training through our webinars.

**Can we use the test materials if we discontinue services?**

Each agency employee who gains access to the secure areas of the website signs a Security Agreement. The agreement states: Upon termination of CODESP membership/subscribership, the Agency will destroy all CODESP test materials except those used to document existing test records and cease from administering tests that contain CODESP test materials. The Agency must also delete CODESP test materials from electronic storage devices, data bases, test management systems, and/or item banks that may be accessible by unauthorized individuals, agencies or vendors.

**CONTACT INFORMATION:**

**714-374-8644**

To become a customer: **[codesp@codesp.com](mailto:codesp@codesp.com)**

Also, visit the Join CODESP area of the website for the Fee Schedule and Registration Instructions

[www.codesp.com](http://www.codesp.com)