

Classified Employee Selection Materials



# CODESP NEWS

## 30th ANNIVERSARY CELEBRATION CONTINUES

**FREE!  
CODESP  
TRAINING**

**Alameda COE  
313 West Winton  
Hayward  
Friday March 5  
8:30 - 12:30**

**Friday, March 5** from 8:30—12:30, (NOT March 4th), CODESP will be continuing our 30th celebration with a training meeting in Hayward at the Alameda County Office of Education.

*Topics include:*

### ***Employee Classification and NCLB Act Impact***

Speaker: Paul Loya, Partner: Atkinson, Andelson, Loya, Rudd & Romo. Mr. Loya will provide participants with information regarding properly classifying short-term and substitute employees. He will also discuss the impact of the NCLB Act on selection and bargaining. Mr. Loya is the firm's senior partner in the Pleasanton office and he represents school and college districts as legal counsel and as a labor management negotiator. He has successfully litigated employee termination cases in Federal and State court and has handled appeals through the California and U.S. Supreme Courts. Mr. Loya represents school districts and community colleges in all matters including litigation, PERB proceedings, general school law matters, and teacher dismissal cases.

### ***FMLA and School District Legal Updates***

Speaker: Emi Uyehara, Partner: Liebert, Cassidy, and Whitmore. Ms. Uyehara will provide participants with a legal update on school district issues and the FMLA. For more than twenty years, Ms. Uyehara has been representing public sector clients on behalf of management in labor, employment, and student matters. She is known statewide as an expert in education law. She is outside general counsel to numerous K-12 and community college districts and advises them on the range of issues they confront, from certificated and classified personnel issues, including hiring, supervising, evaluating and disciplining employees, to layoffs, student speech, conduct and discipline, and constitutional issues.

### ***Q & A: NCLB Act and the Instructional Aide Test***

CODESP's Executive Director Marianne Tonjes will answer questions regarding their test materials.

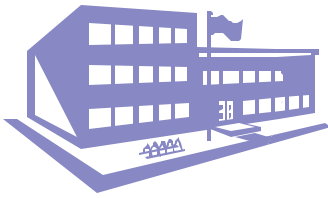
### ***ATTENDANCE IS FREE!***

Alameda County Office of Education  
313 West Winton Ave.  
Hayward

***RSVP to [marcodesp@aol.com](mailto:marcodesp@aol.com)***

***For more information and a map visit our website: [www.codesp.com](http://www.codesp.com)***





CODESP Membership has expanded to include over 650 school districts in California including 47 County Offices of Education

## WELCOME NEW CODESP MEMBERS

- |                    |                            |                       |
|--------------------|----------------------------|-----------------------|
| Atascadero USD     | Lassen COE                 | Robla SD              |
| Berryessa Union SD | Liberty UHSD               | Santa Maria-Bonita SD |
| Colusa COE         | Livermore Valley Joint USD | Sierra USD            |
| Colusa USD         | Martinez USD               | Sylvan Union SD       |
| Chowchilla ESD     | Mountain View-Whisman SD   | Trinity COE           |
| Dixon USD          | Oroville UHSD              | Tuolumne COE          |
| Earlimart ESD      | Palermo USD                | Wasco Union SD        |
| Escalon USD        | Pierce Joint USD           |                       |
| Guadalupe Union SD | Ripon USD                  |                       |
| Lamont ESD         |                            |                       |

## UPCOMING SELECTION TRAINING MEETINGS

### SCPMA-HR

March 18 -19

Quiet Cannon Hotel  
Montebello

**HR: Changing the View**

### PTC/NC

March 18 -19

Woodfin Suite Hotel  
Sacramento

**Are Your Recruitment and Selection Practices Justified?**

### IPMA-HR Western Region

March 31 - April 2

Mariott City Center  
Hotel Oakland

**E-HR: Are You Ready for the 21st Century?**

### WRIPAC

May 13 - 14

Rivera Hotel  
Palm Springs

**Promoting Excellence in Personnel Selection Practices**

## WORKING EFFECTIVELY WITH SMEs



SMEs are a valuable resource for reviewing and developing job-related test items

Soon a new training program will be available through CODESP. Five interns from CSU Long Beach's Industrial-Organizational Psychology master's degree program are assisting CODESP in developing a training program for school district HR staff members. SMEs are a valuable asset in the item review process, but many HR departments are not using them effectively, or are not documenting the information received. Even if a SME is consulted, CODESP is not being notified of the test item edits that need to be performed so that we can update our item bank. This training will also provide easy-to-use forms that will walk SMEs and HR staff members through the process so that the most job-related test items are chosen for their examinations and that proper documentation will be completed.

CODESP staff always welcomes SMEs to review items , email us if you have volunteers!  
**tests@codesp.com**