



Central resource for school district  
employee test materials.

# CODESP

## MEMBER APPRECIATION DAY

**WHERE:** Sonoma County Office of Education

**ADDRESS:** 5340 Skylane Blvd. (Airport Blvd. Exit)  
Oak Room E  
Santa Rosa

**WHEN:** Friday, February 24, 2006

**TIME:** 8:30 - 4:00

**FEE:** FREE!!!!!!

### SPEAKERS AND TOPICS:

Linda Green - Hanna, Brophy, MacLean, McAleer & Jensen, LLP:  
*Workers Compensation Law - War Stories and Tips*

Beth Brascugli-Hirsh - HRM Consulting:  
*Controlling Medical Absences, Effectively Managing ADA/FMLA /Worker's  
Compensation Leave.*

Chris Wright, Professor - San Francisco State University:  
*Job Analysis Basics*

Samuel Martin, CAMF - Evolve Anger Management:  
*Anger Management Tips and Resources for the Workplace*

CODESP and SCCOE Regional Technology Center Staff:  
*CATS (CODESP Automated Test System) Update*

**A FREE continental breakfast and lunch will be served to those who REGISTER online at [www.codesp.com](http://www.codesp.com) under Events. CATS registered members must Login to register. Non-Members must register on CATS also, but do not need to login.**

**See Page 4 for more Member Appreciation Days locations.**

# CATS HR & NCLB RESOURCES/GUIDES

Members can Log-in and Click on Resources to access:

## HR AND NCLB RESOURCES/GUIDES

### GOVERNMENT REGULATIONS-INFO ON HIRING

California Fair Employment and Housing Act Information

No Child Left Behind 2004 Non-Regulatory Guidance on Paraprofessionals

### ADA INFO

ADA Information

### INTERVIEWS

Interview Design Guide

Interview Panel Guide Sample

Interview-Potential Interview Rater Tendencies

Interview-Rating Sample

Interview-Sample Behavioral Situational Questions

Interview-Structured Defined

Selection Plan Worksheet

### EXAM PLANNING

Exam Planning Considerations

Interview Development

Performance Exercise Development Guide

Supplemental Application Development Guide

### JOB REVIEW/ANALYSIS

Job Review Document (mini job analysis)

### SUBJECT MATTER EXPERT REVIEW AND FORMS

Subject Matter Expert Review and Security Form

### JOB SEARCH-TEST PREP INFO

How to Answer Interview Questions

Raising Your Hiring Potential Part 1 Power Point

Raising Your Hiring Potential Part 2 Power Point

Resume Building

### INSTRUCTIONAL AIDE INFORMATION

CODESP IA Test Development History

CODESP Instructional Aide Test Content Summary

Instructional Aide KSAs

Paraprofessional Guidance March 2004

Sample Instructional Aide Job Duties

Training Areas for Paraeducators

# UPCOMING WRIPAC TRAINING

## *Holiday Inn - San Diego on the Bay*

January 25, 2006 Training    January 26 - 27, 2006 Conference

Join other public agency HR staff for training in San Diego. Two one-day training topics will be offered including **Workforce Planning** and **Training and Experience Applicant Evaluations** (Supplemental Application Forms). \$100 for members, \$120 for non-members of WRIPAC.

The regular two-day WRIPAC meeting will follow on the 26th and 27th. The fee is only for the pre-meeting training classes, the two day meeting that follows is free and all public agencies are invited. Presentations during the conference will focus on assessment-related HR topics. For registration information, go to [www.wripac.org](http://www.wripac.org).

**A 2 Day Job Analysis Class will also be held February 24-25 at the City of Carlsbad. If you are interested contact: [RMeli@ci.carlsbad.ca.us](mailto:RMeli@ci.carlsbad.ca.us)**

## PRINTING ITEMS FOR SME REVIEW IN CATS

Members receive packets of multiple choice test items electronically after submitting a CATS Request Form. Many have expressed a need for hard copy of the packets so that their SMEs can review the items easier. In response to this need we have added a new Tutorial under Resources/CATS Tutorial called *Printing Instructions for CATS SME Review*. It is a short tutorial with screen shots of every step. Basically the tutorial shows you how to copy and paste items from CATS to Word for review purposes.

Remember SMEs **MUST** complete a Subject Matter Expert Security Agreement found under Resources/HR Guides. Test materials should be locked up at all times. Also, SMEs should review materials under HR supervision.

## CSPCA STATE CONFERENCE

The California Personnel Commissioners Annual Conference will be held February 9 - 12 at the Holiday Inn - Capitol Plaza Sacramento. The focus of the conference is to strengthen the participants' knowledge of the Merit System and to focus on some basic foundations. The theme is Merit System Boot Camp.

Register by February 1, 2006. Forms and more conference information are available at [www.meritsystem.org](http://www.meritsystem.org).

# MEMBER APPRECIATION DAYS

**March 17, 2006**

**Garden Grove Unified School District**

Speaker: Kristin Olson - Bassett USD

Topic: Situational Interviews

Speaker: Scott Letourneau - Neo Gov

Topic: Designing Benchmarks and Building Efficiencies into HR Recruitment Workflow

Speaker: CODESP Staff

Topic: CATS Updates

Other speaker and topics will be announced soon. Check Events often for updates.

**March 24, 2006**

**San Joaquin County Office of Education**

Speaker: Peggy Brooks - Mullen and Filippi Law Firm

Topic: Workers Compensation

Speaker: Diane Jeronimo - Consultant

Topic: Anger Management Solutions

Speaker: Jason Lee - Liebert Cassidy Law Firm

Topic: To be announced

Speaker: Audrey Castellanos - San Joaquin COE

Topic: Special Education Aides

Speaker: CODESP and SCCOE Regional Technology Center Staff

Topic: CATS Updates

**May 12, 2006**

**San Diego City Unified School District**

Speaker: Steve Williams - Escondido ESD

Topic: Cut Scores

Speaker: CODESP Staff

Topic: CATS Updates

Other speakers and topics will be announced soon. Check Events often for updates.

**Topics for sessions currently being finalized for the meeting dates above include Workers Compensation and FMLA Leaves, Reasonable Accommodations, Violence in the Workplace and/or Special Education Instructional Aides. Check Events often for updates. These will be full day events with a FREE continental breakfast and lunch for all those that register online at [www.codesp.com](http://www.codesp.com).**

**HAPPY  
HOLIDAYS  
FROM  
CODESP**

**The CODESP office will be closed  
December 27 - January 6**

**CATS will remain operational during  
this time, but you must submit your  
CATS Request Forms by Dec. 20th to  
receive multiple choice packets prior  
to the holidays.**