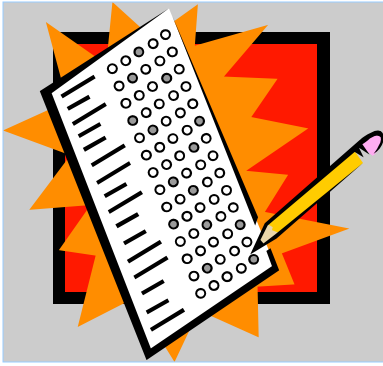


February 2008



# CODESP

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## TRADES WORKERS: PLANNING FOR THE FUTURE

CSEA, CODESP and other interested parties are working together on a project that will benefit both classified employees and the districts that employ them. A committee has been formed comprised of Classified HR Directors, Maintenance Directors/Supervisors, CODESP and CSEA representatives. We are proceeding forward with some exciting plans.

The plan is to ensure that districts will have enough qualified trades workers in the future. This will involve providing training opportunities to potential and current employees to become qualified trade workers.

According to an article in the January 2008 IPMA-HR News, an estimated 40% of state and local government employees will be eligible to retire in the next 15 years. This means that there will a large group of experienced and talented trades workers who will be leaving with very few new ones available to take their places. Having a limited pool of potential highly qualified individuals interested in working for government will lead to competition among employers. Beyond the fact that there will be a shortage in numbers, the image projected by public employers is that they offer limited opportunities for training and advancement. The U.S. Department of Labor's Bureau of Labor Statistics (BLS) predicts that between 2002 and 2012, 1 million new jobs will be created for workers in the skilled trades, an increase of 15 percent. The trades need to fill 240,000 positions each year to keep up with growth demands and replace workers who retire or leave the industry, according to the BLS.

To encourage more interest in the trades, CSEA is working on a new academy called, "Maintenance and Operations Skills Advancement". The proposed academy would provide classes for current trades employees to improve their skills and information and training for those seeking to join the trades. The academy is tentatively scheduled after the regular CSEA conference in Las Vegas in August.

### TRADES WORKER SURVEY - PLEASE RESPOND

To ensure that this project will be successful, we are partnering on a survey which will be sent to HR Directors and Directors of M & O. Please respond to the survey, as your district's needs will be considered during the planning of this project and academy.

# ON THE ROAD AGAIN

CODESP staff is on the road again, coming to a city near you. Check out the schedule on page 4 and also on the website under [Training](#). More classes may be added as we get facilities. We are excited to get out of the office and visit our members throughout the state. This is a very large state and we try our best to visit most areas. We are looking into some software that will enable us to do more online interactive training so even members from “Baja-Oregon” (Del Norte) to the Mexican border can take part in the training.

# SUCCESSION PLANNING

We are all looking at some rough times ahead due to poor economic conditions and budget cuts, but even during this time districts must remain operational and work toward maintaining a highly qualified workforce. To do this, workforce and succession planning will become essential. Although we have talked about this before, and many of you have heard it at conferences, it is time to get serious about planning your district's future.

According to the January 2008 IPMA-HR news magazine, for the first time in the history of mankind, the older segment of the population is growing at a faster rate than the younger segment of the population. By 2010, the number of workers in the United States between 55 and 64 years of age will grow by more than 50 percent. By that same year, America's annual labor force growth rate will have declined by one-third.

Projected workforce shortages will hit the public sector hardest because there is a tendency for employees in the public sector to spend their entire careers at one agency. HR professionals need to become strategic partners with department managers and administrators to develop a plan to handle this major loss of experienced employees..

1. Inform your administrators of the problem. Review your workforce demographics. Develop age distribution charts for each department to inform managers regarding their employees' dates of retirement eligibility.
2. Plan ahead and be flexible. If key employees have announced they will be retiring soon and there are no other employees ready to take their place, think about training current employees. Perhaps highly skilled older employees will stay with the district on a part-time basis to mentor a new employee. Identify employees who want to change jobs and learn a trade, and develop “helper” or “assistant” positions so that newer employees can learn from those with more experience.
3. Investigate the difficulty of recruiting new employees into positions that will become vacant in the next five years. Do research, talk to other districts, and/or Google information on the positions that will be hardest hit by upcoming retirements. Determine how you will recruit them. Which newsletters and professional organizations will need to be contacted; which colleges and/or trade schools specialize in that profession; and how can the district become an employer of choice.
4. Take advantage of talented private sector employees who are available due to lay offs in other industries. Publicize to the community the benefits of working in the public sector and at your district (vacations, holidays, retirement and health benefits).

Succession planning must become a priority. Be proactive and start planning.

# CATS IMPROVEMENTS

## Test Printing in CATS – Now Easier and Quicker!

You asked ... we listened! The test printing process has been streamlined, and a new option is now available to view your test as it will come off the printer, before you actually print it.

When you click on [Print Test Now!](#) from the Test Generator, or on the Printer Icon in your Test Library, the cover of your test will appear, with the print / preview options on top. Newly created tests will appear in a pop up window. If you are printing a test from the Test Library, the test will come up in the same window.



"Back to CODESP" link  
in Test Library view  
only



Preview buttons

The test pictured has seven pages. You can view them by clicking on the Back and Forward buttons. To view a certain page, type the page number in the box in the center and click the icon with the arrow next to the box.



To get back to your Test  
Library from this view of the  
test, click Back to CODESP



Printer Icon

To print, click on the Printer Icon in the left corner. The complete test will open as a PDF.

To print the complete test, click the Printer Icon at the top of the PDF.



PDF Printer Icon



That's it! We hope these enhancements will make your work easier and quicker too.

# SELECTION BASICS 2008 SCHEDULE

For more information and to register go to [Training @ www.codesp.com](http://www.codesp.com)

February 7 - Huntington Beach UHSD

**Selection Planning**

February 13 - State Center CCD - Fresno

**Selection Planning**

March 4 - Carlsbad USD

**Interviews**

March 6 - Newport-Mesa - Costa Mesa

**Interviews**

March 7 - Natomas USD - Sacramento

**Interpreting Test Results - Mike Willihnganz will present**

March 11 - State Center CCD—Fresno

**Interviews and Multiple Choice (2 trainings in one day - register separately)**

March 18 - Ventura COE

**Selection Planning**

March 19 - Mt. Diablo USD—Concord

**Interviews**

April 2 - Morgan Hill USD

**Multiple Choice Tests**

April 7 - Vista USD

**Multiple Choice Tests**

April 22 - Ventura USD

**Interviews**

April 23 - Garden Grove USD

**Multiple Choice Tests**

April 29 - Fresno COE

**Interpreting Test Results**

April 30 - Placer UHSD—Auburn

**Interviews**

May 5—Hayward (tentative)

**Interpreting Test Results**

May 14 - Centinela UHSD- Inglewood

**Interpreting Test Results**

May 29 - San Dieguito UHSD - Encinitas

**Interpreting Test Results**

**These trainings are open to CODESP members only. Training classes will be open to the public on April 15 and May 29. The topic will be Employee Leaves. More details will follow. Check the Training area (note name change from Events). Members log on to register - To cancel click on the blue hyperlink on your home page. Those without log in names click on the workshop and complete the form.**

# WRIPAC TRAINING

**April 16, 2008**

**Pre-Meeting Training Session:  
Developing and Administering Structured  
Interviews**

**April 17 - 18 WRIPAC Meeting**

**NAPA VALLEY MARRIOTT HOTEL AND SPA**

**3425 Solano Ave. Napa, CA**

**Tel: (707) 253-8600 (ask for \$149.00 WRIPAC rate)**

**To Register and for more info go to [www.wripac.org](http://www.wripac.org)**

## **CSPCA Annual Conference**

*The Road to Leadership and Excellence*

**San Francisco**

**February 21-24, 2008**

at the

**Westin Hotel**

**1 Old Bayshore Highway**

**Millbrae, CA 94030**

(Shuttle from SF Airport Available)

**Central Reservation (888) 627-8404**

**Tel. (650) 692-3500**

**Fax (650) 872-8111**

**[sfoap@westin.com](mailto:sfoap@westin.com)**

**[www.westin.com](http://www.westin.com)**

It is important that you identify yourself as a registered attendee of  
**CA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION** meeting.

For More Information Visit:

**[www.meritsystem.org](http://www.meritsystem.org)**

## **JOB OPENINGS**

### **LONG BEACH USD**

**Workers Comp Prog Coord**

**\$81,992 - \$96,266/Annual**

**Closes: Tuesday, February 26, 2008**

### **VISTA USD**

**Director, Classified Human Resources**

**\$84,480 - \$110,382 (DOQ)**

**3/28/2008**