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Volume 28 No. 9

May, 2000

## WHAT'S NEW?

CODESP staff is in the unique and enviable position to see the ins and outs of many school districts throughout California and Nevada. The varieties of operation styles and selection techniques used by our membership are endless. Through our web page, this newsletter, and training meetings, we hope to provide an opportunity to share "what's new" in each district. Being new doesn't always mean that it will fit in your district. Also, at times, ideas may not be interpreted as being "good, legal or right" by every member, but by using CODESP as a forum to share ideas we will all become more informed. Learning from other member's successes and occasional failures, will allow us to improve our skills and ability to provide quality services to our districts.

CODESP staff encourages members to share information on new ideas that may be in the consideration stage or are currently being administered. "War stories" are good training tools.

Although CODESP encourages the free exchange of information related to the recruitment and selection of classified employees, staff will not take the position of endorsing one practice over another. We realize the needs of members vary and staff strives to provide a variety of test materials and training to meet these needs. What will work in one district, may be a disaster in another.

If you would like to share new ideas, e-mail us or use the new CODESP Message Board, on our web site. We'd love to hear from you!

## DEVELOPING SUCCESSFUL RECRUITMENTS



May travels took CODESP staff to Indian Wells for the Southern California School Personnel Commissioner's Association conference. Our presentation, "Developing Successful Recruitments" focused on the current tight job market.

In some districts job requisitions for hard-to-fill positions pile up, and remain unfilled for months. Staff feels increased pressure as hiring authorities become impatient. Classified advertising, which can bust budgets, is a common recruiting tool, but may only attract a few unqualified applicants. Desperate for applicants, HR staffs flood neighboring districts with fliers, hoping to nab disgruntled employees.

In today's tight labor market, careful attention to the recruiting process is extremely important. Recruitment and selection of qualified applicants is becoming the number one headache for human resource staff members. Despite this problem, most districts are stuck in their old methods of recruitment and selection and never look back on what they could've done better.

Start with your job announcement. It should be eye-catching and well formatted. Reading levels should match the requirements of the job and the font size should be no smaller than 12 point. The announcement does not have to contain every detail listed on the job description. Play up the opportunities for career development and the advantages of district employment. If your district has great benefits, vacations, and numerous holidays, brag about them.

Remember, fluctuations in the job market will affect your applicant pool. Aggressive recruitment and careful selection of your district's test materials will be needed to keep up in a tight market.

# LEGISLATIVE REPORT

By John Absmeier

There are approximately six hundred bills that have been introduced which would affect education, school districts and employees. Bills that may be of interest to you are listed below. Those that have been listed in previous newsletters will contain updates only.

## **AB1780, Washington Classified School Employees**

\*Status: Passed committee, now in Senate

## **AB 2578, Wesson Classified Employees: Notice of Layoff**

\*Status: Referred to Assembly Public Employees, Retirement & Social Security Committee

## **Assembly AB 2691, Corbett Classified Employees: Personnel Commission Appointments**

\*Status: Amended and in Assembly Public Employees, Retirement & Social Security Committee

## **SB 360, Solis Classified Employees**

\*Status: In Assembly Public Employees, Retirement & Social Security Committee

## **SB 1327, Escutia Employees: Inspection of Personnel Records by Employees**

\*Status: Amended, in Senate and referred to Committee on Appropriations

## **AB 2222, Kuehl Civil Rights: Disability**

The CFE&H Act defines mental disability for its purposes to include any mental or psychological disorder, as specified, and defines physical disability to include, among other things, any psychological disease, disorder, condition, disfigurement, or loss that affects specified body systems and limits an individual's ability to participate in major life activities. The act defines "medical condition" to include any health impairment related to or associated with a diagnosis of cancer for which a person has been rehabilitated or cured. This bill would also make it an unlawful employment practice, with specified exceptions, for an employer or employment agency to make any medical, psychological, or disability-related inquiry of any job applicant or, with regard to an employee, to make such an inquiry unless it is job-related and consistent with business necessity. The bill would also make it an unlawful employment practice for an employer or other entity covered by the act to fail to engage in a timely, good faith, interactive process to determine effective reasonable accommodations, if any, at the request of an employee or applicant with a known disability.

\*Status: Introduced

## **AB 2578, Wesson Classified Employees: Notice of Layoff**

Existing law requires classified employees of school districts and community college districts whose positions must be eliminated at the end of any school year as a result of the expiration of a specially funded program and who are subject to layoff for lack of funds to be given written notice on or before May 29 informing them of their layoff.

This bill, instead, would require written notice on or before April 30 and would require the notice to be given not less than 60 days prior to the effective date of their layoff if the termination date of any specially funded program is other than June 30.

\*Status: Amended and referred to Committee on Appropriations

*If you would like further information regarding the status of these bills, contact you legislator or John Absmeier at Simi Valley Unified School District.*

*Starting next month, this update will appear on our web site. If you do not have internet access and would like copies of the update mailed to you, contact CODESP staff.*

# THANKS FOR A GREAT PROGRAM YEAR!

CODESP would like to take the time to thank the following individuals and districts who have hosted meetings, invited us to speak at conferences, or assisted us in the presentation of training sessions, during this past program year:

Jackie DeHay – **Palmdale** USD – Regional Training Meeting, Host  
Trish Landau – **Huntington Beach** UHSD – Membership Training Meeting, Host  
Toni Hyland – Santa Cruz City School District – State Personnel Commissioner’s Association Conference, **San Jose**, Conference Committee/Host  
Glenn Siegel – San Mateo COE & Linda McDonald – Ukiah USD – Co-Presenters State Personnel Commissioner’s Conference, San Jose  
John Absmeier – Simi Valley USD – Regional Training Meeting, **Ventura**, Host  
Cathie Seeman – **Culver City** USD – Membership Training Meeting, Host  
Ross Hessler – **Fountain Valley** SD – Membership Training Meeting, Host  
Vern Soderstrom, Staff and Commissioners – Ocean View SD – Southern California Personnel Commissioner’s Association Meeting, **Indian Wells**, Conference Committee/Hosts  
Rick Labib-Wood – San Dieguito UHSD – Membership Training Meeting, **Encinitas**, Host  
Glenn Siegel – San Mateo COE – Membership Training Meeting, **Redwood City**, Host

CODESP relies on its members to provide meeting rooms, invitations to conferences and organization’s meetings, speaker assistance, etc. The opportunity to visit members around the state has been exciting and we plan to do more traveling as our membership grows. We have had inquiries from over 30 districts for membership information since the beginning of the year. As we begin to plan next year’s program, we need volunteers for meeting sites and ideas for topics and speakers. If you’d like to help, please e-mail Marianne Tonjes at [marcodesp@aol.com](mailto:marcodesp@aol.com). Thanks!!!!

# MAINTENANCE JOBS DIFFICULT TO FILL

School districts are not the only ones suffering from the lack of technical maintenance workers. According to an article in the May, 8, 2000, Orange County Register, the airlines are also hard pressed to fill technical jobs. With baby-boomer maintenance workers moving closer to retirement, airlines are scrambling to keep a full staff of qualified mechanics. The airlines are using “aggressive” recruiting campaigns to compete for available mechanic talent “not only with our peers in this industry, but with other industries.”

Mechanic schools are fat targets for recruiters for auto-repair, electronics and other technical industries.

It doesn’t help that the mechanic’s job is saddled with a downscale, blue-collar image which makes it less attractive to young people.

Perhaps school district selection staff members should visit local high school’s auto repair classes to initiate the recruiting process before students graduate. It doesn’t hurt to plant the seed for future potential employees.

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# MORE CODESP WEBSITE UPDATES

CODESP's webmaster has been very busy adding more upgrades to our web site located at [www.codesp.com](http://www.codesp.com). New information posted on the site includes:

- ◆ **Message Board** where CODESP members can ask each other questions and post information related to the recruitment and selection of classified employees.
- ◆ **CODESP Membership List.** Double click on a member's e-mail address to be linked directly to their address. (Please notify us about any changes).

We are looking into adding links to other web pages of interest to our membership. If you have web sites that you feel would be helpful to other members, e-mail us with the addresses and a brief description of the sites.

There are still members without internet access. Please notify us as soon as you get "on-line" so you can be added to our e-mail list.

## GREAT IDEA!



Daniel del Castillo, Director at Westminster School District is advertising for classified positions on bus benches. Huntington Beach Union High School District is also considering the idea and have been quoted prices of only \$7 per day!



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