

CODESP NEWS

Volume 29 No. 2

September, 2000

C-CIB ITEM ANALYSIS

[OCTOBER TRAINING]

CODESP membership includes item analysis services for tests developed by our computerized item bank, (C-CIB). If you would like to continue these services, or would like to try it for the first time, you will need to purchase new Scantron forms. Our software conversion program successfully transferred statistics from our previous ParTest system, but the new optical reader scanner we were required to purchase uses different forms. There are six different forms to choose from that are compatible with our new scanner. The form numbers are listed in your district's new C-CIB Manual and are available through Scantron at (800) 722-6876 x2645.

The Item Analysis Report is a statistical report that provides detailed distractor analysis based on raw scores. The reliability of a question, the difficulty, or effectiveness is statistically calculated.

The Item Analysis Report prints the following additional details at the top of the report:

- Total Possible Points
- Number in the Group
- Standard Deviation
- Measure of Skewness
- Reliability of Coefficient
- Median Score
- Mode Score
- Highest Score
- Degree of Kurtosis
- Mean Score
- Variance
- Lowest Score
- Item Difficulty
- Item Discrimination

If you have any further questions about C-CIB Item Analysis, see Chapter 8 in your C-CIB Manual or give CODESP staff a call.

On Friday, **October 20**, 10 a.m.—12 noon, a Membership Training Meeting, will be held at Ocean View School District, 17200 Pinehurst Lane in **Huntington Beach**. The topic will be ***Recruiting and Testing Clerical Employees***.

The speaker will be Mike Wheeler, Personnel Research Analyst with the City of Los Angeles. Mike has also worked for the Los Angeles Community College District and is active in PTC and WRIPAC. Recently he completed a major clerical series classification study and has some great information to share. He will discuss new developments in clerical job duties that effect the recruitment and selection process

This training session will allow participants to share their experiences and learn some new techniques that may help them improve their clerical employee selection methods. Bring questions, thoughts, and experiences.

Saturday, **October 21**, CODESP staff will give a presentation in **Monterey** at the Northern California School Personnel Commissioner's Association conference at the Casa Munras Garden Hotel. The conference begins on Friday and the theme is "Bargaining with Merit". Our training session will be from 1:45 p.m. — 3:00 p.m. and the topic will be ***Preparing Employees for Advancement***. With a shortage of qualified candidates from the outside, school districts must look at their current employees for future leaders. Providing in-house training for employees also improves relationships between unions and management. This session will include a discussion on training employees for leadership skills and to become better test-takers. Information about attendance can be obtained from Calvin McGee at Antioch Unified School District, (925) 776-2015.

SUCCESSION PLANNING

In today's labor market, those of us involved in public sector employment need to be thinking about succession planning. Succession planning allows employers time to prepare current employees to assume leadership roles in the future and affords current employees the opportunity for advancement. It also allows employers to develop recruiting plans for anticipated openings. The question is, how are we going to attract top candidates to fill the many vacancies anticipated by the aging of the workforce and the new retirement incentives offered by PERS?

According to the Rockefeller Institute of Government, 44% of the public sector workforce is aged 45 or older compared to 30% in the private sector. These workforce demographics must be considered when planning recruitment strategies for the future.

As the number of qualified employees dwindle, college recruiting will become more important. According to the Orange County Register, more than half of this year's college graduates have a job by graduation, nearly all have some work experience, and the average starting salary for graduates is \$36,919.

Many college graduates use the Internet as their primary method to conduct their job search. Employers must focus on creating compelling, user friendly web sites or risk being left behind. According to a survey recently conducted by JOBTRAK.COM, an online listing service for students and alumni, employer web sites are important to over 75% percent of students in their decision to apply.

Another recent survey conducted by the National Association of Colleges and Employers (NACE), found that nearly two-thirds (62%) of new college graduates say they plan to stay with their first employer for three years or less. The idea of spending a career with one organization has fallen by the wayside. New grads are very aware that they probably will have multiple employers over the life of their career. Additionally, according to the Bureau of National Affairs the median length of time that employees stay at one job is 4 years with employees over age 50 averaging 9 years with one employer. Employers can no longer count on hiring and retaining an individual until retirement like in years past. The capricious nature of the modern workforce will require human resource staff to be in a constant recruiting mode.

To attract college grads, employers will have to do more than place ads in the newspaper and offer top salaries. A survey conducted by the National Association of Colleges and Employers found that money isn't everything to new and prospective college graduates. Beyond a good starting salary, many are seeking jobs that offer room for advancement, a good benefits package, and the opportunity for continuing education or training. Many school districts offer these benefits but do not advertise them to prospective candidates. **The attractive benefits of working for school districts should not be hidden in the fine print on the back of job bulletins.** Bulletins should be modified to emphasize the fact that districts have generous insurance benefits, sick leave, vacation days, and holidays. These benefits are usually the most liberal of all public sector organizations. Although starting salaries may be lower than at other agencies, a minimum of five annual salary step increases are offered at most school districts along with longevity pay and raises due to negotiations. Many districts also offer tuition reimbursement and encourage employees to compete for promotional openings. Do your applicants know this? Is it clearly stated on your web page and on your job bulletin?

To complete your succession planning process you need to be able to answer the following questions. Does your district have any idea how many job openings may occur this year? Does your district have leadership training available to promote internal candidates? Does your district know what they will have to offer to attract technical and other difficult to recruit employees? Does your district know what they will have to do to retain their top employees? The time to start thinking about these questions is now.

NEWS FROM WRIPAC TRAINING IN CLOVIS

The WRIPAC Training Meeting in Clovis focused on Recruitment and Retention. According to the participants representing public jurisdictions in California, Nevada and Arizona, there is a definite shortage of qualified technical and clerical employees. Record-low unemployment and robust economic growth has created abundant job opportunities for a shrinking pool of applicants. Offering continuous and frequent testing has helped some agencies attract more candidates, while others have combined clerical classifications and administer a basic clerical written examination for several classes. Training internal candidates for technical positions is another method that has been somewhat successful. Advertising with professional organizations on the web and notifying individuals by e-mail when exams are being administered is also helping some public agencies increase their applicant pool. The next WRIPAC meeting will be January 17—19 at the Mission Inn in Riverside.

THANKS FOR HOSTING!

CODESP staff would like to thank the hosts of our last two Membership Training Meetings, Ann Fletcher at the San Luis Obispo County Office of Education and Patt Taylor at the State Center Community College District in Fresno. Providing training to current and prospective members throughout the state is important to us and staff appreciates the help received from our host districts. We are currently looking for meeting sites for the spring in the high desert and the Sacramento area. If you have a meeting room that you could offer, please contact us.

HR OPENING

This individual will conduct recruitment, test development, validation, and new employee orientation for a progressive, growing Merit System district in north coastal San Diego County. Apply by 10/18/00. District application required: Call Mary Hernandez, (760) 753-6491 x5510. San Dieguito Union High School District Personnel Commission Office, 710 Encinitas Blvd., Encinitas, California 92024 (\$2,955 — \$3,778 per month plus full benefits)

PTC—SC

The September luncheon meeting for the Personnel Testing Council will be September 27, 11:30 a.m.—3:00 p.m. The speaker, Wayne Camara, Ph.D., will be discussing *Implications of the Revised Joint Standards on Personnel Testing*. The location will be Luminarias Restaurant, 3800 Ramona Blvd. Monterey Park.

WEB SITE C-CIB REQUESTS

Remember you can save time by completing your C-CIB Requests on-line at www.codesp.com. Complete the top section of the form if you would like written test questions. The second portion of the form is for requests for sample job descriptions, supplemental application forms, interviews, and performance examinations. You may cut and paste your job description into the comments section of the form or send us a complete set. Faxing your request is still acceptable. Avoiding the U.S. mail saves time and postage.

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NEW TEST ITEMS

Several new multiple choice test items have been entered into CODESP's Computerized Item Bank. We appreciate any comments you or your Subject Matter Experts may have in regards to these items or any of our other selection materials.

In the Clerical Item Bank we have added 25 **Comparing** items which test accuracy skills and can be used for positions where employees compile large sets of numbers for reports or who must transfer data from one source to another. To test for filing skills we have added 25 **Insert** items. These multiple choice items simulate filing situations. Additionally, for positions requiring accurate proofreading skills, we have entered 25 **Matching** questions.

We have also added several new charts and graphs in the **Instructional Aide** Item Bank. These multiple choice items have been developed to test for high school level math and reading comprehension skills.

For our community college member districts, we have added **Financial Aid** questions and updated our interview and writing simulation files to include more situations related to community colleges. We plan to expand this area in the future.

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