

CODESP NEWS

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APRIL 2002

CODESP MEMBERSHIP

It's that time of year again to complete intents to continue membership. Please send them in as soon as possible. They are an important part of our planning process.

If you have misplaced your invoice, visit our website at www.codesp.com and click on Membership. You can print an invoice from the site.

If your district would like to become a member for the 2002-2003 program year beginning July 1, you must complete the Security and Membership Agreements (also available on the website).

We were very excited that we ended the 2001-2002 program year with 188 members. You can access the list of members on the website.

TRAINING CD

We have included in this month's newsletter a CODESP Computerized Item Bank (C-CIB) Manual training CD. This CD was developed to assist member districts in training staff on how to use our services. It is an interactive CD which contains several examples of our products. By effectively training your staff we hope that you will be able to increase your district's membership benefits.



IT'S A BOY!

We are happy to announce that CODESP Administrative Assistant, Janet Cheng had a baby boy on April 4. His name is Kevin Kuma Lon and weighed 6 lbs. 5 oz. Although we all will miss Janet we are happy that she will be able to take time to stay home and to enjoy her new son.

UPCOMING MEETINGS

Spring Training

April 19, from 10 a.m. - 12 noon, Lemon Grove School District in the San Diego area will host a meeting on **Selection Planning**. This workshop will be presented by Executive Director Marianne Tonjes and will cover the basics of job analysis, recruitment, selection planning, and test design. If you need to brush-up on your skills, or if new staff needs training, this class will provide some practical tips to get your district's classified testing program organized.

May 3, from 10 a.m. - 12 noon, Hacienda-La Puente Unified School District in the City of Industry will host a meeting on **ADA and Legal Updates**. The speaker will be Kristine Kwong an attorney from Liebert-Cassidy and Whitmore an employment law firm (www.lcwlegal.com). Kristine has been a popular speaker for us and has extensive experience representing both private and public sector employers in a variety of employment issues including sexual harassment, discrimination, and wrongful termination.

May 3, from 10 a.m. - 12 noon, Berkeley Unified School District will be sponsoring a meeting on **ADA Accommodations**. Mary Ciddio a well known accommodations and vocational rehabilitations expert will provide participants with suggestions on how to handle requests relating to the ADA and AB 2222.

May 17, from 10 a.m. - 12 noon, San Juan Unified School District in Carmichael (Sacramento) will host a meeting on **Preventing Violence in the Workplace**. Our speaker will be attorney Marc Bouret of Girard and Vinson (www.gandv.com). He has practiced education and school law for several years in the Bay Area and Sacramento.

Training meetings provide excellent networking opportunities. RSVP to marcodesp@aol.com.

RATING SCALES

Although this topic has been addressed in other CODESP materials, it is still a popular subject for questions. If you are a member of CODESP you may access our CODESP Handbook: Developing Job-Relevant Selection Procedures on our website. A hard copy was also sent to districts upon initial membership. More information regarding Rating Scales can be accessed through this handbook.

Behaviorally anchored rating scales (BARS) are recommended when designing interview rating sheets. Rating scales which describe samples of behavior are more likely to be more reliable than purely numerical scales on which raters must interpret the meaning of the numbers from 1 to 5, or descriptive adjective scales where raters may or may not agree on what **excellent, good, poor**, etc., mean. In general, behaviorally anchored rating scales result in fewer rating errors than other scales and are more likely to be used properly by raters with different kinds of previous training or experience,

Statements describing different observable levels of competence are listed for each content area being measured. The behaviors displayed by the applicant are compared with the behavior descriptions for the same content area on the scale. If the applicant displays a preponderance of similar behaviors, then he or she is described as having that level of competence for that content area.

The descriptions help anchor the observable behavior of the applicant in the interview situation on different levels and help improve the reliability of the rating. A description needs to be an authentic job-related behavior and needs to be more than a few words. Subject-matter experts are the best source for developing descriptions of various behaviors for any content area evaluated in the interview. Several descriptive phrases which have been agreed on by the experts are appropriate for each level on the scale. For example, the content area "Ability to Establish and Maintain Effective Working Relationships" a rating of 5 (the highest rating) is described as poised or pleasant or cooperative, while an applicant rated 1 is described as condescending or defensive or hostile. If any changes are made in the descriptive statements provided by the subject-matter experts, the description as rewritten must be verified by them.

Some space is usually provided on a rating sheet for an interviewer to write comments on behavior that is not included in the rated content areas. These comments are best treated as "flags" by the analyst. They may call attention to a need for reassessing the job analysis to see if it is necessary to incorporate another content area. They may also indicate a need to assess the training and effectiveness of a particular interviewer.

Interviews may be scored in a number of ways. For example, each interviewer may add up the points given to an applicant, and the total number of points for all interviewers becomes the applicant's score; or the total number of points given to an applicant by all interviewers is divided by the number of interviewers, yielding an average score; or all interviewers discuss and agree on a score for each content area for each applicant (consensus) and these scores are totaled to get a final score for the applicant. Whatever scoring system is used, it must be uniformly applied in order to assure fair and accurate treatment among all applicants.

Scales can vary. For example, a 3-point scale might look like this:

1. less than acceptable level of this content area
2. acceptable level of this content area
3. high level of this content area

Four point and 5-point scales are commonly used:

1. less than acceptable
2. acceptable
3. more than acceptable
4. outstanding

On a 5-point scale number 2 would be barely acceptable

Whatever scale is used the most important factor in rating candidates is using trained raters. They need to be monitored to ensure consistency and fairness. Every effort must be made to reduce the bias and subjectivity that accompany any task requiring human judgment.

ED-JOIN

The Education Job Opportunities Information Network, ED-JOIN for short, is a free service to all school districts in California. Currently 714 districts and COE's post vacancies, both classified and certificated, on the system. Job seeker "hits" from throughout the state, nation and world average 650,000 per week.

ED-JOIN features include:

- A customizable online application
- An applicant management system
- Interview, paper-screening and reference checking features
- Unlimited records retention capability
- Individual and group e-mailing utilities
- A report generator
- A recruitment events posting feature

For more information about ED-JOIN contact Cary Bartlett at 209-468-5914 or email her at cbartlett@sjcoe.net.

PTC/SC

The Southern California Personnel Testing Council (PTC) will be holding their annual Spring Conference on Thursday, May 2 at the Embassy Suites in Brea. Four trainers will be presenting some real-world practical information about:

- How to Implement an On-Line Employment System
- Best Practices in 360 Feedback
- The Impact of 9-11 on Personnel Practices
- Screening for Counterproductive Behaviors

Cost: \$89 per person in advance; \$99 at the door.

To register contact: Kammy Haynes (909) 591-2848 or Stacey Dolden (213) 847-9187.

SD/CSPCA

The San Diego section will be the hosts for the Southern California School Personnel Commissioners Association's Spring conference at the Wyndham Palm Springs Hotel June 7, 8, and 9. The theme of the conference is *Doing More with Less in Lean Times*. Some of the topics that will be addressed in sessions include: The Practical Uses of Job Analysis; Creative Recruitment and Selection Strategies; Instructional Aide-Changing Standards for Academic Proficiency Testing (on Friday); and Classification Studies.

You can obtain more information by e-mailing Norma Johnson at the San Diego COE at normaj@sdcoe.k12.ca.us.

NEW MEMBERS

WELCOME TO CODESP!

**Cutler-Orosi Joint USD and
Washington USD**

C-CIB

New questions have been added in the following computerized test item banks:

Custodian, Grounds, Data Processing, Maintenance (locksmith), Mechanic and Mgt./Supervision.

We have been working hard to convert all of our items so that they can be sent by email. Due to the time involved to add password protections not all of them are ready at this time. Whenever possible allow time for US mail delivery. Also, we do not send custom tests through email due to security issues. Tests (other than sample tests) will continue to be mailed to your district.

***CHECK OUT OUR HR JOB POSTING
SITE at WWW.CODESP.COM***

Santa Monica CCD

Personnel Analyst II

\$4,399 - \$5,347

Closing date: 4/19/02

Santa Cruz COE

Human Resources Director

Classified/Certificated

\$68,255 - \$87,114

Closing date: 4/30/02

Apple Valley USD

Director of Classified Human Resources

\$6,372 - \$7,746

Closing date: 5/08/02

JOB POSTING DISCOUNT

Although CODESP does not endorse individual vendors we will pass along any discounts that may become available to our members.

GovernmentJobs.com is offering ALL CODESP members \$30 off Single Postings AND 25% off Annual, UNLIMITED Job Posting Subscriptions.

Job Posting Subscriptions include the ability to:

- Post unlimited job announcements
- Post job announcements on the leading public-sector job search website (4.5 million hits/month)
- Create, store, and reuse job announcements
- Cross-post to other job search engines in-a-click (i.e.— Monster, CareerBuilder)
- Access unlimited customer support

CODESP rates are \$60 / 60 days for Single Job Postings and Unlimited Job Posting Subscriptions begin at \$375/year.

To begin:

- Go to www.governmentjobs.com/CODESP
- Select either Single Job Posting OR Job Posting Subscription
- Sign up and begin posting!

For more information contact: (310) 631-9990 x 203 or info@governmentjobs.com

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