CODESP NEWS

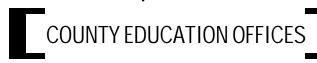## MEMBERSHIP TRAINING MEETINGS

On March 14, 2003, Long Beach Unified School District will host a training meeting at their Personnel Commission offices on **Employee Selection During Budget Cuts** from 10:00 a.m.—12 noon. Human Resource administrators from member districts will provide information regarding what their districts are doing to prepare for budget cuts. This will be a round-table discussion and participants are encouraged to share their district's plans.

Also, during this meeting, Tamara Cianciolo, from the Orange County Department of Education's Human Resource Department will present **Strategies for Going Paperless.** She will explain this recent endeavor the district has been developing through utilization of ED-JOIN's Applicant Tracking, which allows for online paper screening, downloading and email features, and both basic and advanced tracking features.

View Meeting Schedules and Maps at:
www.codesp.com/schedule.shtml

COUNTY EDUCATION OFFICES

CODESP offers a membership option which is advantageous for county offices of educations and their small districts. When a county office becomes a member, the school districts located in their county with an ADA of 1,000 or less receive CODESP services at no extra cost.

Currently the following county offices are CODESP members:

Alameda, Amador, Butte, Del Norte, El Dorado, Kern, Kings, Lake, Los Angeles, Marin, Mariposa, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Sonoma, Stanislaus, Sutter, Tehama, Tulare, and Ventura.

30 YEAR ANNIVERSARY

As CODESP's 30 year anniversary nears it is a perfect time to be reminded why the consortium was formed and why this approach to developing selection materials is still practical.

Too often, due to small staff sizes, inadequate technical know-how and/or strict budget limits, agencies are forced to take shortcuts. These shortcuts can result in incorrect placement or the use of improper selection procedures.

In 1973 a group of Southern California school districts pooled their resources together to improve their employee selection procedures. When Title VII of the Civil Rights Act was amended to cover the public sector, the human resource directors of these districts knew that they would have to develop job-related employment tests for large numbers of employees in many different classifications, ranging in complexity from food service worker to business manager. Their solution was the formation of the Cooperative Organization for the Development of Employee Selection Procedures.

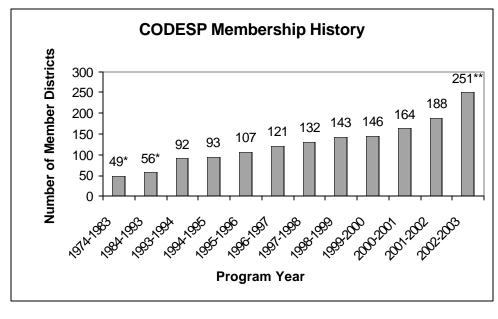The thirty-nine original members of the consortium included:

ABC USD, Anaheim UHSD, Bassett USD, Bellflower USD, Carlsbad USD, Citrus CCD, Compton CCD, Covina-Valley USD, Cypress SD, Downey USD, El Rancho USD, Fullerton SD, Garden Grove USD, Glendale USD, Goleta Union SD, Huntington Beach UHSD, La-Mesa Spring Valley USD, Long Beach USD, Los Angeles USD, Los Angeles CCD, Los Angeles COE, Lynwood USD, Monrovia USD, Mt. San Antonio CCD, Newport-Mesa USD, Oceanside USD, Ocean View SD, Orange USD, Oxnard SD, Paramount USD, Redondo Beach City SD, Rowland USD, Santa Monica USD and Santa Monica CCD, Simi Valley USD, Temple City USD, Timber SD, Ventura CCD, Vista USD, and Westminster SD.

CODESP: 30 YEARS OF SERVICE

To celebrate 30 years of providing public school districts with classified employee selection materials and training, we would like to like to share a little history, some service/product updates, and a summary of our recent training meetings.

Membership History

In 1973 CODESP was established by a group of 39 Southern California school districts to improve employee selection methods in compliance with federal and state selection guidelines.
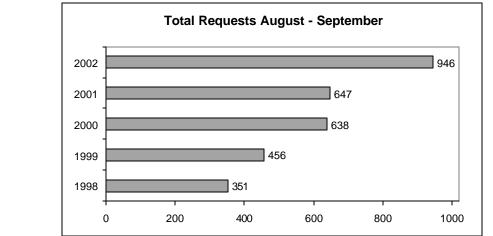
CODESP Membership History

Number of Member Districts

Program Year	Number
1974-1983	49*
1984-1993	56*
1993-1994	92
1994-1995	93
1995-1996	107
1996-1997	121
1997-1998	132
1998-1999	143
1999-2000	146
2000-2001	164
2001-2002	188
2002-2003	251**

Program Year

*average yearly membership   **as of March 3, 2003

CODESP Computerized Item Bank (C-CIB)

This service became operational in June of 1992. During the first 14 months of operation we averaged 43 C-CIB Requests per month. Our password protected email delivery service became available during the 2001 – 2002 program year. The following chart depicts how requests for selection materials have increased, using the number of requests during the months of August and September 1998 – 2002 as an example.

Total Requests August - September

Year	Requests
2002	946
2001	647
2000	638
1999	456
1998	351

UPCOMING CONFERENCE

WRIPAC

Sacramento
Western Regional Intergovernmental Personnel Assessment Council
Preconference Training: April 30, 8:30 - 4:30
Conference: May 1 - 2

There will be a choice of two training workshops during the preconference training:

Item Writing will be presented by Mike Willihnganz, Ph.D., and will cover (among other topics) what to assess using written exams, cost effectiveness of written tests, concepts of reliability and validity, targeting job knowledge levels, form and content issues, constructing specific test item components, and common item writing errors.

Easier, Speedier, and Still Valid will be presented by Donna Terrazas to provide HR professionals with practical approaches to making selection processes more efficient without sacrificing quality. The workshop includes discussion, hands on examples, and practical approaches to streamlining selection processes.

The cost of each workshop is $100/WRIPAC members and $120/Non-Members.

The preconference training will be held at the Delta King Hotel and rooms have also been reserved at the Embassy Suites near Old Town. There are no registration fees to attend the conference.

To register for the preconference training email:
Cerb@ci.oceanside.ca.us

MEMBERS
TO ORDER TEST MATERIALS, INCLUDING THE SAMPLE INSTRUCTIONAL AIDE TEST, COMPLETE A C-CIB REQUEST FORM ON OUR WEBSITE: WWW.CODESP.COM
FOR TESTING QUESTIONS EMAIL:
TESTS@CODESP.COM

Current CODESP Membership: 251
Total Including Rural Districts Served Under County Office Memberships:
458

Sample Test Materials Available
(as of 3/03)

Multiple Choice Test Items:	17,964
Interviews:	246
Supplemental Applications:	97
Writing Simulations:	62
Performance Tests:	22
Translations:	7

NEW MEMBERS

La-Mesa Spring Valley USD
Santa Barbara County Education Office
Sutter County of Education
Tulare County of Education

SURVEYS

In February, surveys were sent to members regarding CODESP services and products. Please take the time to complete the survey. As a consortium, we rely on this information to develop test materials and training sessions. As an incentive, members who return completed surveys to our office by March 14, will be entered into a drawing for a chance to win a $100 discount on 2003–2004 membership fees.

2003-2004 MEMBERSHIP

During March, members will be receiving Intents to Rejoin CODESP and an invoice. Although many districts are still working on budgets, we would appreciate being advised of your membership plans as soon as possible. As a nonprofit consortium our budget is dependent upon our membership.

An invoice has been included in the newsletter for nonmembers. Additional membership paperwork can be found on our website.

ED-JOIN and JOB DESCRIPTIONS

At CODESP we receive several requests per week for sample job descriptions. Although we have approximately 350 descriptions available for viewing on the Member's Only area of our website, it is difficult to keep the site up-to-date. As more districts post job descriptions on their websites we have been directing inquiries to these sites.

Besides offering free **Job Postings** and **Online Applications**, ED-JOIN also posts job descriptions for districts who use their services. An ED-JOIN user name and password are necessary to access the job descriptions for districts who post on the site.

ED-JOIN created this feature to provide an easy-to-use source of job descriptions for school districts and county offices throughout the state of California to use. Searches can be conducted by Job Type, District, and/or Keyword. Soon they will be adding a site which will be customized for community college districts.

Job description posting is accomplished by copying and pasting descriptions from district word processing files into ED-JOIN's data base. The descriptions can be edited and updated as needed. Job descriptions can also be copied from ED-JOIN's site and pasted into word processing programs. If an ED-JOIN member finds a description on the site that could be modified for adoption at their district, this process could save them valuable word processing time.

ED-JOIN is owned and operated by the California County Superintendents Educational Services Association. Contact ED-JOIN at 209-468-5924 or email startedjoin@sjcoe.net. To take an online tour of ED-JOIN, visit: www.edjoinadmin.org.

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