

Classified Employee Selection Materials

# CODESP NEWS

## Help us Keep CODESP Materials Secure!!

It has recently come to our attention that CODESP's Paraeducator / Instructional Aide Tutorial has been duplicated and distributed to non-member districts. Access to the CODESP Tutorials is restricted to **Member District personnel who have signed a security agreement with CODESP**; they are then allowed to duplicate and distribute it to **their own district's current employees** or **those applying to their district**.

In order to ensure the security of district test materials, we are taking a new precaution. If you use, duplicate, or distribute the tutorial(s), please take the time to go onto the Member's Only portion of our website and print off the new first page of the tutorial(s), which each now clearly indicate the duplication / distribution precautions. Each copy duplicated and distributed should have the following clause on the front page:

*DUPLICATION AND/OR DISTRIBUTION OF THIS DOCUMENT (IN PART OR IN ITS ENTIRETY) BY/TO ANY PERSON/ORGANIZATION WHO IS NOT A CODESP MEMBER DISTRICT EMPLOYEE OR AN APPLICANT OF A MEMBER DISTRICT, IS NOT PERMITTED. CODESP MEMBER DISTRICTS MAY DUPLICATE AND DISTRIBUTE THIS DOCUMENT TO THEIR CURRENT EMPLOYEES AND APPLICANTS ONLY. SECURITY STANDARDS, AS SET FORTH IN THE CODESP SECURITY AGREEMENT, APPLY TO THIS DOCUMENT; FAILURE TO ADHERE TO THESE SECURITY STANDARDS MAY RESULT IN SUSPENSION OF MEMBERSHIP*

*If you use a different cover sheet for the tutorial, please make sure this clause is on that cover sheet. For an electronic copy of this clause, you can email [lisa@codesp.com](mailto:lisa@codesp.com)*

*Thank you so much for your continued cooperation in this matter. We look forward to providing our consortium Member Districts with tools to assist in meeting your human resources needs.*



## CODESP HAS A NEW HOME

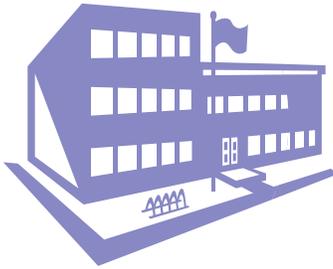
### PLEASE UPDATE YOUR FILES

**New Phone:**  
(714) 374-8644

**New Fax:**  
(714) 374-8225

**New Address:**  
20422 Beach Blvd, Ste 310  
Huntington Beach, CA 92648

After a relatively seamless transition from our old office to our new office, the employees at CODESP have begun to settle in. The walls are not bare and the desks are now covered, so life begins in our new Huntington Beach office. We have included our new contact information to the left of this article as a reminder for you to update your records. We look forward to helping you with your selection needs, so please feel free to contact us at your convenience.



## WELCOME NEW CODESP MEMBERS

Arvin Union SD  
Central Union HSD  
Firebaugh-Las Deltas USD

Gustine USD  
Modoc COE  
Santa Barbara SDs

*In 2003 - 2004 CODESP Membership Includes 47 County Offices of Education*

### 2004 - 2005 Membership Invoices and New Services

Instructional Aide  
Structured  
Observational Evaluation

An invoice for next year's enrollment is now available. It is located on our website at [www.codesp.com](http://www.codesp.com) under the heading MEMBERSHIP. Please print a copy and submit it to your accounting department after your approval for CODESP membership has been granted.

Exciting new services will be added this upcoming year. Not only will new test items be available, but a new software program has been designed for CODESP members. This program will offer new features that allow you to improve and streamline your testing and record keeping processes. These new features will be added, without any extra charge, to your stipulated district membership privileges.

We have made some minor modifications to the Instructional Aide Structured Observational Evaluation Rubric. If you would like a new copy please complete an online C-CIB request form.

## UPCOMING SELECTION TRAINING MEETINGS

**WRIPAC, 25th Year Anniversary, May 13 - 14**  
*Promoting Excellence in Personnel Selection Practices*  
Riviera Hotel, 1600 North Indian Canyon Drive, Palm Springs

To reserve a room Call 1-800-444-8311

**\*\*\*\*May 12th: WRIPAC PRECONFERENCE TRAINING SESSIONS\*\*\*\***  
**Selection Planning and Pass Point Setting**

Visit <http://www.wripac.com> for more info and to register for training and the Anniversary Celebration

### CODESP Free Member Training Meetings in May

May 5th 10 a.m. - 12 p.m. at Garden Grove USD: Interviewing and Hiring Top Performers  
May 20th 10 a.m. - 12 p.m. at Chico USD: Speaker TBA  
May 28th 9 a.m. at Santa Barbara CEO: Using CODESP to Improve Your Selection Process

*Visit [www.codesp.com](http://www.codesp.com) for details*

## Labor Department Releases Final Overtime Regulations

*This is a summary of an article from the International Public Management Association for Human Resources (IPMA-HR) website, posted April 2004.*

On April 20, the Labor Department released final regulations governing overtime for millions of workers. The final version differs substantially from the proposed regulations released a year ago in March. Labor Department representatives praised the final regulations for their clarity and expect them to reduce litigation.

Over the past six years, the number of class action lawsuits brought by employees has nearly tripled and now surpasses the number of class action suits brought under discrimination laws. The existing regulations governing overtime are badly outdated, the salary levels have not been changed in 30 years and the duties tests had not been updated for half a century.

The final regulations change the salary levels from the proposal. Workers earning less than \$455 per week – the equivalent of \$23,660 per year, are now automatically entitled to overtime. The proposal put the number at \$22,100 per year. The dollar amount for “highly compensated” individuals has also been raised in the final version, from \$65,000 per year to \$100,000 per year.

The Labor Department estimates that 6.7 million workers’ entitlement to overtime is now protected, including 1.3 million white-collar workers who were not entitled to overtime under the existing regulations and an additional 5.4 million workers who were in danger of being misclassified because of the confusing rules.

For public employers, the final regulations are a mixed bag. On the positive side, the Labor Department retained the proposed changes to the disciplinary suspension rule allowing employers to suspend exempt employees for periods of one or more full workdays. This is an improvement over the current regulations, which prohibit suspensions for less than a full workweek. Public employers especially encounter difficulty in applying progressive disciplinary policies under the current regulations.

However, the final version made only slight changes to the duties tests. For administrative employees, the Labor Department opted to keep the confusing requirement that such workers “exercise discretion and independent judgment,” abandoning the proposed requirement of “holds a position of responsibility,” and “high level of skill or training.”

More disappointing, the final version of the regulations retains the proposed language for exempt executive employees, requiring that they have the authority to hire or fire other employees or must make recommendations as to the “hiring, firing, advancement, promotion or any other change of status” which are “given particular weight.”

The Labor Department also watered down the final version of the professional exemption; it does not make any changes to the educational requirements. In an effort to clarify that veterans will not lose overtime protections based on their military training, the final version removes references to training in the armed forces, attending a technical school and attending a community college.

In the preamble, the Labor Department clarified that the regulations do not affect the overtime rights of police, fire, and emergency medical personnel. Nor do they affect the overtime rights of nurses.

## CODESP Item Bank Update

As time goes on many multiple choice questions (items) can become outdated, obsolete, and basically in need of revision. Here at CODESP we maintain a desire to constantly update the products we share with you, and as part of this commitment we are methodically evaluating our item bank looking for ways to improve the items.

When we began the process, we decided to target the sections of the item bank that pertained to classifications that undergo the most change. Since Information Technology is a continuously developing field, we have addressed those items first. In our database we have split the Information Technology item bank into two sub-sections, Word Processing and Data Processing. The Word Processing sub-section is made up of questions that address basic computer program operation, such as the ability to successfully utilize Microsoft Word and Excel programs. The Data Processing sub-section is made up of questions that address computer and network installation, operation, and maintenance.

As of this newsletter the Word Processing sub-section of our item bank has been completely updated and revised. This process included two item-writing experts evaluating a variety of potential item problems, ranging from grammar to item accuracy. The Data Processing sub-section is now in the final stages of revision. When this section is complete, every item will have been reviewed by both item-writing experts as well as topic-specific subject matter experts (e.g., Network Technicians examining network items, Programmers examining programming items etc.). While this is can be both an arduous and time-consuming process, we believe in the high standard of providing our members with the most up-to-date and applicable items available.

### How this will affect you

- You may notice changes in the make-up of some of the item packets we send you.
- If you are using old tests as templates for your new exams, some of the items on the old test may now be updated. In order to prevent the accidental request of out-of-date or inaccurate items, you will need to request new test materials.

### How you can help

In order to identify the areas in Information Technology (IT) that have gone through the most change, and subsequently the areas in our item bank that need the most amount revision, we have put together an IT survey. This survey requests that the IT director describe the makeup of the department as well as the essential attributes that all good IT employees possess. What we are asking you to do is provide us with the contact information for your district's IT directors so that they may participate in the survey. You may want to remind them that this survey is used to get an idea of the changes in the IT community so we can better develop our IT item packets. The more information we get, the better we will be able to address your IT selection needs.

## Newly Improved Computer-Based Performance Test

CODESP has revamped our computer-based Microsoft Word exam. This is an entry-level performance exam intended to identify minimum Word aptitude and is available upon your request by filing out an online C-CIB request form.

## Our Search for Volunteers

We need volunteers! As part of our ongoing process to update and revise the items in our item bank, we are requesting that you help us recruit subject matter experts (SMEs). The next item bank sub-section due for evaluation is Accounting. If you have any accounting SMEs in your district that would be able to volunteer a few hours of his or her time, it would be greatly appreciated. For those that participate, the process is twofold: 1) a short meeting in which a CODESP representative interviews the SME to obtain a description of the make-up of the department and the duties that employees perform; and 2) the SME is asked to evaluate a portion of the accounting items to determine how they can be revised and improved. For volunteers outside the greater Orange County, participation will be conducted through e-mail and/or telephone. Please send the contact information for all volunteers to [woody@codesp.com](mailto:woody@codesp.com). Thank you.