

Classified Employee Selection Materials

CODESP NEWS

CODESP Membership Soars!!

CODESP Membership continues to grow as we begin our 32nd year as a consortium. Currently we have received payment and/or intents from 348 districts. Districts with an ADA of 1,000 or less receive membership at no cost if their county offices of education are members. The 47 county offices of education who are members include 335 non-paying districts bringing CODESP membership to 683.

To accommodate this rapid growth we have made, or are in the midst of making, many changes. This past year we moved into new offices, upgraded our computer system, and hired additional staff. Currently we are implementing a new website and the CATs software system. To better serve our membership, CODESP staff now includes an Executive Director, a Selection Analyst, an Assistant Selection Analyst, a Human Resource Specialist, a Testing Technician, an Office Assistant and an I/O Psychology Intern from the graduate program at CSU Long Beach.

CODESP Free Member Training Meetings

September 28th DATE CHANGED-See November 10th

October 8th 10 a.m. – 12 p.m. Los Angeles COE
Reducing Litigation Risk — Dr. David Friedland
CODESP's New CATs System Training

October 15th 10 a.m. – 12 p.m. Calexico USD
Utilizing Subject Matter Experts Effectively to Develop Job Related Test Materials
CODESP's New CATs System Training

October 22nd 10 a.m. – 12 p.m. Orange COE
Utilizing Subject Matter Experts Effectively to Develop Job Related Test Materials
CODESP's New CATs System Training

October 25th 1 p.m. - 2:30 p.m. Mendocino COE
Utilizing CODESP Services to Improve Your Selection Procedures
CODESP's New CATs System Training

November 4th 10 a.m. – 12 p.m. San Diego COE
Passpoint Setting / Legal Updates in Employment— Speaker to be announced
CODESP's New CATs System Training

November 10th 10 a.m.— 12 p.m. Placer COE
Utilizing Subject Matter Experts Effectively to Develop Job Related Test Materials
CODESP's New CATs System Training

For more information go to our website at www.codesp.com and click on TRAINING

MOLLY CRAYCROFT JOINS CODESP STAFF AS HUMAN RESOURCE SPECIALIST

On August 16, 2004, Molly Craycroft joined the CODESP staff as a Human Resource Specialist. Molly recently graduated Cum Laude from California State University, Fullerton with her Bachelor's Degree in Sociology. Previous to CODESP, she worked as an Intermediate Clerk Typist for the Westminster School District, Food Service Department, working with computers, graphics and the application system.

Molly's work at CODESP will include accounting; updating office information, procedures and practices; and assisting with the updating of the current test item bank.

Molly will also be assisting with the implementation of our new CATS System and is excited about getting to know and working with our member districts.

PTC-SC FALL CONFERENCE

Personnel Testing Council of Southern California Fall Conference

“Commitment to Improving Employee Recruitment, Selection and Retention: Innovative Strategies During Times of Budget Cutbacks”

October 28 - 29, 2004

Waterfront Hilton Beach Resort - Huntington Beach, CA

For more information: www.ipmaac.org/ptcsc/

CSPCA\NC CONFERENCE

**California School Personnel Commissioners
Northern California Conference**

“The ABC's of the Merit System”

October 8 – 10, 2004

Hilton Monterey

**Contact: Carol Rhodes, Santa Cruz City Schools
(831) 429-3410 ext. 238**

Please inform your mailroom that CODESP no longer requires member districts to include us on their job bulletin distribution lists

Trends in Recruitment

According to a recent IPMA-HR article, workforce and succession planning have become key components of the hiring strategy for public sector organizations. Experts say that agencies must be able to promote internal candidates, while also using tools such as online applications and assessment to keep up with the private sector as the job market becomes more competitive.

In an IPMA-HR benchmarking survey on recruitment and selection, several trends were revealed including, making the hiring process more efficient; using the web to reach out to candidates; and utilizing online application and assessment processes. Many agencies have already taken advantage of the tools available through the use of the Internet such as putting job application materials online; establishing recruiting sites linked to their home pages; offering online tutorials; and establishing e-mail notification systems announcing new vacancies.

ED-JOIN, a free service to school districts, helps districts recruit on the Internet and provides several features including on-line job descriptions and applications, the ability to track applications and test scores and efficient methods to email groups of candidates. CODESP's new CATS system will allow more flexibility and freedom to customize tests. Using these two systems together will improve your district's recruitment and selection process and make it much more user friendly and efficient.

The IPMA article also points out that agencies must be more aggressive in marketing and publicizing open positions to the candidate pool. In the past, an organization could post a job and wait for people to apply. With a shrinking labor market, employers, especially in large urban areas, must be more aggressive. Beyond print ads, employers are using Internet marketing and promotion; radio announcements; networking within communities; and publicizing jobs through local chambers of commerce, business development offices and technical schools.

Promoting jobs to external candidates may not be the best or most effective way, according to the article, promoting from within will be essential to being competitive in the future. This can be accomplished by developing programs to train the next generation of leaders so that they will gain the knowledge and skills necessary to successfully pass job-related promotional exams.

In order for agencies to prepare for the future, leadership commitment must be established. Data and demographics are needed to get leadership's attention; agencies must do the groundwork to determine who is eligible to retire and when, and what departments will be affected.

Various departments within an agency should identify candidates who may qualify for promotional opportunities. They should work cooperatively to share resources and information and the development of talent. This involves workforce planning—assessing needs and how services provided may change in coming years. The worst thing that an employer can do is wait until a position becomes open and then start a search to fill the position. Agencies must always know where the talent is because the government must compete with everyone else for talent.

School districts also need to emphasize the advantages they offer over the private sector through marketing and public relations outreach. According to a survey by the State of Connecticut, to become an employer of choice an agency should: work to promote employee accomplishments, present a positive image to recruits, increase visibility among recruits, work to build a reputation as a great place to work, offer career development programs, offer internships and entry-level programs and use computer technology solutions for recruitment and selection. As the talent pool dwindles, qualified people who are already employed will look for something better. Districts should work to become an employer of choice so that they will not only attract candidates, but they will attract the most desirable candidates.

Preview of Upcoming Website

CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES



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Central resource for school district
employee test materials.

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Register Online

Registration is simple! In just a few short steps, you can be on your way to developing test and interview materials online using the CODESP Automated Test System (CATS).

[Register Now!](#)

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WELCOME NEW CODESP MEMBERS

Beverly Hills USD
Palo Alto USD
Goleta Union SD
St. Helena USD
Reef-Sunset USD
Willits USD
Tehama CDE
Evergreen ESD
Manhattan Beach USD
San Ramon Valley USD
Washington USD
Rio SD

Caruthers USD
Cabrillo USD
Livingston Union SD
Travis USD
Loomis Union SD
McKinleyville Union SD
Roseville Joint UHSD
Sonoma COE
Ross Valley SD
Moorpark USD
Alum Rock Union SD
Azusa USD

Willows USD
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Mother Lode Union SD
Jefferson SD
Golden Plains USD
Sacramento City USD
Hesperia USD
Golden Valley USD
El Monte UHSD
Fort Bragg USD
Patterson USD
Dixie ESD

San Rafael City SD
South Whittier SD
Corcoran Joint USD
Weaver USD
Norwalk-La Mirada USD
Contra Costa CCD
Oroville City ESD
Roseville City SD
Byron Union SD
Eastside UHSD
Newark USD

Find out more about membership at: www.codesp.com/info.shtml