

A stylized illustration of a test form with a grid of circles and a pen resting on it, set against a background of geometric shapes and a grid.

Classified Employee Selection Materials

CODESP NEWS

WHY CATS?

I know some of you are wondering why CODESP changed the testing system to CATS. There were times the first week we wondered that also, but we all have to remember that web-based systems such as CATS will bring some exciting features in the future. Once we have worked out the “bugs” and have added new features we will be able to expand our services to our members.

We are anxiously awaiting programming improvements to the CATS test construction process. Please read the following information and the Tutorials found under Resources on the website, to assist you in using CATS until these improvements can be made.

First on our wish list is a **SAVE** button for the test items during the test construction phase. While a test is being constructed you cannot leave it to continue it later. It must be printed before the computer times out. It will also not save what you have entered after the test is printed. It will only save the final test, not the list of test items you checked off during the test construction phase. Once you have printed the test you cannot go back to make changes, you will have to reenter the test questions. This save button will be added soon.

Other items on our programming wish list are:

- A scrolling function to look through test items without clicking on each page.
- The ability to search for specific pages among the test materials.
- Removal of the test numbers on figures during test construction and a constant notification at the top of the page of how many test items you have selected.
- The ability to erase the page number off of the pages which include the key.

We have several items on our list of improvements for the software developers, although most of them are minor improvements that do not affect our members ability to use the system. We will continue to make changes until we have a system that is easy for you to use and provides high quality test production.

Do not worry, if you have tried the system and you are having trouble; give us a call and **we will make sure your test items are delivered to you.**

Thanks for your feedback and patience!!!!

READ THIS BEFORE CONSTRUCTING A TEST!

While we wait for programming upgrades, we suggest you read the directions posted on the “Alerts” and the Tutorials on the website prior to constructing a test using CATS. We have developed some “work-arounds” to assist you while we wait for the improvements to our system.

We APOLOGIZE for this inconvenience and we should have this part of the system improved soon. We have asked our software developers to make this a **priority** addition.

INTERVIEWS

ACCOUNTING & BUSINESS
ANIMAL CARE
APPOINTED/ELECTED POSITIONS
ATHLETIC
ATTENDANCE
AUTOMOTIVE
BENEFITS
CERTIFICATED
CHILD CARE
CLERICAL
COMMUNITY WORKER
CUSTODIAN
DRAMATIC ARTS & MUSIC
FACILITIES
FOOD SERVICE
GROUNDS
GUIDANCE & STUDENT SERVICES
HEALTH
HUMAN RESOURCES
INFO TECH
INSTRUCTIONAL AIDE
INTERPRETER & TRANSLATOR
LEGAL
LIBRARY MEDIA
MAIL ROOM
MAINTENANCE
PRINT SHOP
PROGRAMS & PROJECTS
PUBLIC INFO
PURCHASING
RESEARCH
SECRETARY
SECURITY
STUDENT ASSISTANCE
SUPERVISION

TELECOMMUNICATION
TRANSPORTATION
WAREHOUSE

OTHER TEST MATERIALS

SUPPLEMENTAL APPLICATION FORMS
SAMPLE TESTS
INSTRUCTIONAL AIDE OBSERVATION
INTERVIEWS
WRITING EXERCISES
PERFORMANCE EXERCISES
TESTING DOCUMENTS

Test materials other than multiple choice test items are available AFTER logging in to CATS and clicking on Resources. You do not have to complete a CATS Request Form.

You can open these Sample Interviews, etc., and cut and paste the material into a Word Document. From there you can edit the samples so that the questions are job-related to your district's needs.

If you have trouble finding a document, complete a CATS Test Request Form and we will find it for you or develop a new one.

This feature of CATS has been very successful and we are adding more categories as we update this material.

Sample tests are also available here for viewing but cannot be edited. If you would like them customized, complete a CATS Request Form.

HR Academy Comes to Southern California

CPS Human Resource Services Academy was developed in conjunction with IPMA-HR Mother Lode Chapter and California State University, Sacramento, to fill the void of training devoted specifically to human resources in the public sector. All classes are developed and taught by public sector professionals for public sector practitioners.

There are six classes in the Academy, all of which provide practical, hands-on information from a public sector HR perspective. The intended audience includes entry-level HR professionals or those new to the public sector. Participants may register for individual classes or take all six classes in the series to obtain a CPS-California State University certificate. All attendees receive California State University continuing education units.

All classes will be held in the City of Long Beach and in Sacramento. Topics include:

Fundamentals of HR	LB: June 2 - 3	SAC: Sept. 13 - 14
Job Analysis	LB: July 14	SAC: Oct. 18
Classification and Compensation	LB: August 4 - 5	SAC: Nov. 8 - 9
Exam Development and Admin.	LB: Sept. 8 - 9	SAC: Dec. 13 - 14
Recruitment and Selection Planning	LB: Oct. 6	SAC: Jan. 18, 2006
Employee Relations	LB: Nov. 3	SAC: Feb. 21, 2006

For information on registration, cost and location, see the CPS website www.cps.ca.gov. Click on CPS Training Center and then HR Academy. Members of SCPMA and other IPMA-HR local chapters receive a discount on the cost. If you have further questions, call Judy Capaul 916.263.3614 ext. 3153.

PTC-SC SPRING CONFERENCE

Innovative Trends in Selection and Testing

April 28, 2005

Embassy Suites Hotel Covina, CA

The Personnel Testing Council of Southern California will be holding their Spring Conference and Training Workshop in Covina this year. Topics include: Situational Judgment Tests, Competency Oriented Simulations, Biodata, and Research Processes.

To register go to: www.ipmaac.org/ptcsc/conferences/registration.shtml

WRIPAC

May 11 Training Workshop May 12 - 13 Meeting

Wripac will be offering training at the Tenaya Lodge in Fish Camp which is 40 miles from Fresno on the way to beautiful Yosemite. The one day training topic will be Training and Evaluation Applications (Supplemental Application forms). The regular 2 day WRIPAC meeting will follow on May 12 - 13. Speakers during the meeting will focus on human resource topics related to assessment. For registration information go to www.wripac.com.

CATS REGISTRATION

If you are a member and haven't registered for CATS, please do so now. It is fast and easy! Go to the website at www.codesp.com and click on Existing CODESP Members Registration. Because this system was built for new or rejoining members you may receive a receipt (ignore it) and will be asked to click yes on the Membership Agreement and Security Agreement which have not changed.

You must register for CATS to receive a Login Name and Password. We will ONLY be emailing the Login Names and Passwords to the Primary Contact after we receive a notice that you have completed the process. The Primary Contact/District Administrator must login and assign a login name and password for any Secondary Users. Filling out the initial registration form is not sufficient, the primary contact must logon and go to Add/Edit Users, add them on and assign them a password. Make sure that the Primary Contact gives you your login and password information after they add you as a User.

The Primary User should NOT allow other users access to their login name and password. If CODESP receives a call from an individual who is not a registered user, we will not be able to help them. If you do not receive your email back from CODESP, we may be spam blocked, check with your IT department.

SCORING ITEM ANALYSIS REMINDERS

If your test was developed under our new CATS system it must be scored under the new system. Results will be sent to your CATS site. We will continue to scan tests previously developed through our old system for item analysis through July 1, 2005, as long as you are using a compatible Scantron form.

Currently our CATS system can only process one Scantron form: F-289-PAR-L or F-289-ERI-L (see our Item Analysis Tutorial for more information).

As we have always suggested, score your Scantrons first before sending them to us for item analysis. This will allow you to obtain the scores in the quickest manner possible since there may be a 10 day delay in our returning them to you. Also, never send Scantron forms without keeping a photo-copy of them. Since these are important documents you should have a record of them before they leave your office. The US mail service is good, but nothing can be guaranteed. We hope to improve the speed of returning them to your districts soon and to expand this feature with programming upgrades.

Always make sure you look over the Scantron sheets before collecting them from candidates for errors.

We apologize for some of the extra delays that occurred while our computer server was being repaired.

UPCOMING TRAINING

Logon and Click on **Events** to Register Online

Registration online is only available to those registered for CATS.

All others should email RSVPs to tests@codesp.com

[Ontario-Montclair SD - CATS Training](#) [Register Now!](#)

Location: Ontario - Montclair SD
Address: 950 West D St. Room C-4
Ontario, CA 91762
Starts: 04/22/05 - 10:00 - 12 noon
Contact: Ryan Long
(714) 374-8644

[Stanislaus COE CATS & EDJOIN Training](#) [Register Now!](#)

Location: Stanislaus County Office of Education
Address: 1100 H Street
Modesto, CA 95354
Board Room
Starts: 04/25/05 - 9:00 - 12 noon
Contact: Marianne Tonjes
(714) 374-8644

TRAINING IN THE PLANNING STAGES

These are the locations we plan to visit for CATS training soon:

Orange County
Monterey County
San Luis Obispo County
Shasta County
Butte County
Ventura County
San Francisco

If you can provide a meeting spot for your district and surrounding districts please contact Marianne at marcodesp@aol.com to schedule a date, time and location. The meetings are typically 90 minutes in length.

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

INTENT TO CONTINUE MEMBERSHIP

2005 - 2006

Please complete and submit the following information as soon as possible. This information is vital so that we can effectively plan membership training programs and test development services.

_____ **School District/County Office/CCD** plans to continue membership in CODESP for the 2005 - 2006 program year beginning July 1, 2005. Submit the invoice available on our site to your business office for payment (make sure they know we have moved). Mid-Year members for 2004 - 2005 are contractually obligated to rejoin CODESP for the 2005 - 2006 program year.

_____ **School District/County Office/CCD** will NOT be renewing their membership with CODESP for the 2005 – 2006 program year.

Reason for not rejoining:

Print Name: _____

Title: _____

Email Address: _____ Phone #: _____

PLEASE FAX to (714) 374 – 8225 or EMAIL ATTACH to:
tests@codesp.com

Don't forget to Register for CATS! It is essential to our recordkeeping process and is a valuable communication system which allows us to provide your district with the latest employee selection materials and updates. If you are already registered, make sure that we have your district's most current information on your district profile and that your business office has our new address.

We plan new additions to CATS for the 2005 -2006 program year!

Don't miss out

MEMBERSHIP DOCUMENTS CAN BE FOUND UNDER RESOURCES ON THE WEB

MEMBERSHIP DOCUMENTS

Application

Intent for Continuing Membership 05-06

Invoice - Full Year 05-06

Invoice - Half Year 05-06

Invoice Mid-Year 04-05

Membership Agreement - Full Year

Membership Agreement - Mid Year

Security Agreement - Full Year

An invoice can be downloaded for the Full Year 05 – 06 from this area of the website. If you were a Mid-Year member for 2004 – 05 you are contractually obligated to be a Full Year member for 2005-06.

PLEASE REMOVE US FROM YOUR SPAM BLOCKERS

We are still being spam blocked from many of your districts. If you haven't heard from us lately it probably means we are getting your emails bounced back to us. Please ask your IT Departments to unblock us. You will not be able to receive our test materials, newsletters, etc., until we are unblocked.