

## WHAT IS A COMPETENCY?

A competency is a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs in order to perform job duties successfully. Examples of competencies include:

- Oral communication; Flexibility; Customer service; and Leadership.

We have chosen to refer to both competencies and KSAs as "Competencies/KSAs." Although they are not the same thing, they serve the same function in job analysis and assessment. By examining what the job entails, you can identify the competencies/KSAs that are necessary for success on the job. Once these competencies/KSAs are identified through job analysis (see page 3), valid and effective selection tools can be developed. With competencies there is an emphasis on behavior and doing rather than passive knowledge of a subject. Also a competency is not an entire job--usually there are several competencies for each position. A competency is what a successful employee must be able to do to accomplish desired results on a job.

### USING COMPETENCIES/KSAs TO DETERMINE ASSESSMENT METHODS

Districts should base their selection methods on job analysis which provides them with:

- ♦ basic duties and responsibilities;
- ♦ knowledge, skills, and abilities required to perform the duties and responsibilities;
- ♦ factors that are important in determining the difference between a candidate which can perform the duties successfully or unsuccessfully such as competencies.

CODESP will be introducing a new training program soon on Competency/KSA Based Job Analysis. Included in the training will be demonstrations of the applicability of this system to other HR Tools, such as Selection Plans and Job Description building. We will be offering samples of competencies typically found in school districts by job family. Although some transportability of competencies among school districts are possible, each district must analyze its own unique jobs to determine what competencies are needed.

**Intent to Re-Join CODESP on Page 5 - Please complete and return.**

# CODESP MEMBER APPRECIATION DAY!

San Joaquin County Office of Education  
Friday, March 24, 2006 8:30 am - 4:30 pm

## SPEAKERS AND TOPICS:

**Beth Brascugli-Hirsch**

*Controlling Medical Absences, Effectively Managing Leaves, and the Importance of Up-To-Date Job Descriptions*

**HRM Consulting** provides expert consultation services in a variety of HR functions including assisting agencies in avoiding costly litigation by maintaining compliance with state and federal employment regulations, and providing management training and support in the following areas: Investigations, Sexual Harassment, Americans with Disabilities Act (ADA) / Fair Employment and Housing Act (FEHA), Family Medical Leave Act (FMLA) / California Family Rights Act (CFRA), Labor Board, EEOC, & EDD Complaint Response / Appearance / Document Preparation / Support.

**Joseph Igoa, Barbara Turner, Paula White**

*Workers Compensation: Recent Reforms, Vocational Rehab, Reporting Injuries, Ed Code Benefits, Rehire Considerations, etc.*

**Mullen & Filippi, LLP** has more than 50 years' experience providing comprehensive legal services to California employers, insurance carriers, public entities and third-party administrators on issues arising from workplace injuries and other employment-related concerns.

**Diane Jeronimo**

*Anger Management in the Workplace*

**Anger Management Solutions** provides consultation in resolving anger and potential violence in the workplace.

**Gage Dungy**

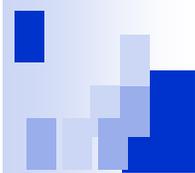
*The Disability Interactive Process/ADA Considerations*

**Law Firm of Liebert, Cassidy, Whitmore / Fresno Office:** Mr. Gage provides client representation and legal counsel in all matters pertaining to employment and labor law. He is also experienced in employment discrimination, wage and hour cases, employee discipline and termination.

**Audrey Castellanos- Project Manager, Human Resources; Joan Justice Brown-SELPA; and Kathy Scholl-Director of State/Federal Programs and LA, Terry Mead and Zee Peterman - Instructional Aide.**

*Special Education Paraeducators: Recruitment, Selection, and Training Challenges*

**San Joaquin COE:** Roundtable discussion from San Joaquin staff representing the following departments: Human Resources, SELPA and State/Federal Programs and LA.



# JOB ANALYSIS BASICS

At our Membership Appreciation Day at the Sonoma County Office of Education in February, Chris Wright, Ph.D. from California State University, San Francisco, gave a very comprehensive and easy to understand presentation on Job Analysis Basics.

His presentation included the reasons why we should conduct them: Employee Assessment; Performance Appraisals; Training Programs; and Compensation Plans. He also explained the legal reasons why we should conduct them including the Uniform Guidelines on Employee Selection Procedures which requires tests to be valid. Content validation occurs when information from the job analysis is used to develop test(s) that samples as much of the job's content domain as possible. It is one of the three forms of validation offered in the Guidelines and the mostly likely used by school districts.

The steps included in a Job Analysis include:

- Reviewing Existing Job Information
- Conducting Job Observations/Interviews/Critical Incidence
- Writing Tasks and KSAs with SME Panels
- Developing and Administering Job Analysis Questionnaires
- Analyzing the Data Collected
- Linking Critical Tasks to Essential KSAs

After this data is collected you will be able to link the KSAs to job dimensions such as Supervision, Technical Work, Oral and Written Communication, etc. The linkage is used to develop a test plan and to weight the test components.

Chris also discussed competencies and how they can be tied in with the KSAs. Competencies are explained further on page 1 of the newsletter.

## **WRIPAC JOB ANALYSIS TRAINING**

**WRIPAC will be conducting an informative, and easy to follow two-day Job Analysis training program in Tucson, AZ, May 2 and 3. Register at [www.wripac.org](http://www.wripac.org)**

## **Assistant Superintendent Human Resources**

**ABC Unified School District  
Salary: Negotiable  
Phone: 1-562-926-5566 ext. 21172  
Contact: Laurie Esquer  
Application Deadline: 4/13/06**

# MEMBER APPRECIATION DAYS

**March 31, 2006**

**Adelanto**

**10:00 a.m. - 12 noon**

This training will cover the basics through intermediate level steps in building a Selection Plan. Participants will learn the process and tips to select job-related Supplemental Application Forms, Multiple Choice Test Questions, Interviews, Performance Exams and Writing Exercises, as well as selection materials available from CODESP.

**May 12, 2006**

**San Diego**

**8:30 - 3:00 p.m.**

Steve Williams from Escondido ESD will be conducting a presentation on “Cut-Scores” and we will also have Ari Novak who will discuss, “Preventing Workplace Violence”. We also may have a presentation on Using Competency/KSA Based Job Analysis. More speakers will be added soon and a continental breakfast and lunch will be served to all who are registered.

**May 26, 2006**

**Auburn**

**May be cancelled due to holiday conflicts**

**May 19, 2006**

**Ventura**

**8:30 - 12 noon**

Scott Letourneau, President of Neogov will repeat his presentation given in Garden Grove that received great praise: “Designing Benchmarks and Building Efficiencies into HR Recruitment Workflow.” We hope to also include presentations on FMLA and Workers Compensation and Using Competency/KSA Based Job Analysis. Other speakers will be announced soon, and a continental breakfast will be served to all who register.

**REGISTER UNDER EVENTS AT [WWW.CODESP.COM](http://WWW.CODESP.COM)**

# INTENT TO REJOIN CODESP

New Members go to [www.codesp.com](http://www.codesp.com) and click on New Member Registration

## CODESP

Cooperative Organization for the Development of Employee Selection Procedures

### INTENT TO CONTINUE MEMBERSHIP

2006 - 2007

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 2006 - 2007 program year beginning July 1, 2006. Submit the **invoice** available on our website under **Resources/Membership Documents** to your business office for payment (make sure they know we have moved). Mid-Year members for 2005 - 2006 are contractually obligated to rejoin CODESP for the 2006 - 2007 program year.

\_\_\_\_\_ **School District/County Office/CCD** will NOT be renewing their membership with CODESP for the 2006 – 2007 program year.

Reason for not rejoining:

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Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Don't Forget to Update Your CATS Profile!** Please make sure that we have your district's most current information on your district profile and that your business office has our new address. Also, make sure ex-employees are changed to **Inactive** on CATS.