

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## Competency Skills Needed in HR

In today's environment an individual who is interested in HR needs to have a combination of people skills and business skills which include:

**Strong oral communications and interpersonal skills - especially for training, presentations and daily interaction with personnel; Strong written communication skills - to help you modify and develop job descriptions, interview and test questions, policies and procedures; Listening skills - so you can listen and respond to a variety of opinions and problems objectively and appropriately; Mediation skills and conflict management skills - to assist in dealing with employee friction and management; Analytical skills - to monitor policies and procedures within an organization, research and evaluation knowledge; Interest in labor issues - knowledge of labor laws and government regulations.**

IPMA-HR is sponsoring an HR Competency Training Model to help personnel professionals excel in their jobs. Following are components of the IPMA-HR Competency Model:

- **Knows Mission;**
- **Understands Business Process and How to Change to Improve Efficiency and Effectiveness;**
- **Understands Clients and Organizational Culture;**
- **Understands Public Service Environment;**
- **Understands Team Behavior;**
- **Communicates Well;**
- **Possesses the Ability to be Innovative and Create a Risk Taking Environment;**
- **Assesses and Balances Competing Values;**
- **Applies Organizational Development Principles;**
- **Knows Business System Thinking;**
- **Applies Information Technology to Human Resource Management;**
- **Possesses Good Analytical Skills Including the Ability to Think Strategically and Creatively;**
- **Designs and Implements Change Process;**
- **Uses Consultation and Negotiation Skills Including Dispute Resolution;**
- **Possesses the Ability to Build Trust Relationships;**
- **Possesses Marketing and Representational Skills;**
- **Uses Consensus and Coalition Building Skills;**
- **Knows Human Resource Laws and Policies; Links Human Resources to the Organization's Mission and Service Outcome;**
- **Demonstrates Customer Service Orientation;**
- **Understands, Values and Promotes Diversity;**
- **Practices and Promotes Integrity and Ethical Behavior.**

# **MEMBER APPRECIATION DAY!**

**May 12, 2006 8:30 – 3:00**

**San Diego USD**  
4100 Normal St., San Diego  
**Annex 9 Testing Room**

**Speaker:** **Jonathan Pearl – Law firm of Miller, Brown & Dannis**  
**Topic:** **Core Values Negotiations:** *This presentation will describe the utility, principles, ethics, and a healthy dose of reality to guide everything the District does at and away from the bargaining table.*

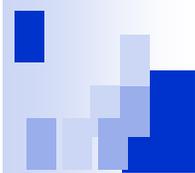
**Speaker:** **Ari Novick – AJ Novick Group**  
**Topic:** **Diffusing Potential Violence in the Workplace:** *Techniques to diffuse potentially violent situations in the workplace will be the main theme of this presentation.*

**Speaker:** **Steve Williams – Escondido ESD**  
**Topic:** **Cut-Off Scores:** *This presentation will provide participants with information on how test cut-off scores should be determined using practical, psychometric, and legal reasoning.*

**Speakers:** **Marie Adams – Poway USD**  
**Barbara Tourtellott – Fit To Work, Inc.**  
**Topic:** **Functional Physical Exams:** *This presentation will describe the steps required and observations made to gather detailed physical job information used to develop Functional Physical Exams. The pre-employment physicals developed using this information provides a better match of the job requirements. Workers Compensation claims are therefore lowered in specific classifications. Ms. Tourtellott is an Associate Certificant, Board of Certification in Professional Ergonomics.*

**Speaker:** **CODESP Staff**  
**Topic:** **Competency/KSA Based Job Analysis:** *CODESP staff will briefly introduce their new job analysis guide to assist districts in developing job-related job descriptions and selection plans using competencies and KSAs.*

**A FREE continental breakfast and lunch will be served to those who REGISTER online at [www.codesp.com](http://www.codesp.com) under Events.**



# IPMAAC CONFERENCE

June 25 - 28th Rivera Hotel, Las Vegas

The 30th Annual IPMAAC Conference, ***Winning Thru Assessment: 30 Years of Adding Value to Organizations*** is the theme of this year's conference; a conference that will offer professionals the opportunity to obtain the critical knowledge and experience needed to thrive in today's challenging personnel assessment environment.

In addition to the regular June 26-28 conference, IPMAAC will also be providing eight pre-conference workshops on Sunday, June 25. These highly interactive, hands-on programs are a bargain starting at \$85 (for IPMAAC members).

For more information about attending the 30th Annual IPMAAC Conference on Personnel Assessment, visit [www.ipma-hr.org](http://www.ipma-hr.org) and click on the IPMAAC link.

## CPS HR ACADEMY

CPS's HR Academy is designed for local government, school district, and special district public-sector HR professionals who need to have a well-rounded grasp of a number of different HR disciplines. This program offers a total of 6.0 CEU credits through California State University, Sacramento - College of Continuing Education and a certificate for completing all six courses within three years. These one-day and two-day classes provide core basics as well as some specialized education (such as transition to the public sector). The six classes include Fundamentals of HR, Job Analysis, Classification and Compensation, Exam Development and Administration, Recruitment, and Employee Relations. State employees with a desire for a greater understanding of general HR practices are encouraged to attend, but should be cautioned that the focus is not on State Government processes and procedures. Visit [www.cps.ca.gov/TrainingSeminars/HRAcademy](http://www.cps.ca.gov/TrainingSeminars/HRAcademy) for more information.

## JOB OPENINGS

### Victor Valley Community College District

**Vice President of Human Resources**

**\$8,611— \$11,005 + all benefits + \$400/mo. Stipend**

**Closes May 12, 2006**

**Human Resources Analyst**

**\$3,651—\$4,656 + all benefits**

**Closes May 22, 2006**

# MEMBER APPRECIATION DAY

May 19, 2006 8:30\* – 12:00

## Ventura USD

255 W. Stanley Ave.  
Ventura, CA 93001  
Education Service Center

Speaker: Anthony Ramos – Ventura USD

Topic: **ADA Interactive Process:** *Mr. Ramos is District Counsel for the district and will discuss the required dialogue between the employer and employee/applicant with the objective of finding an accommodation.*

Speaker: Scott Letourneau – Neogov

Topic: **Designing Benchmarks and Building Efficiencies into Human Resource Recruitment Workflow:** *Districts will learn techniques to increase their workflow and improve the quality of their recruitment process.*

Speaker: CODESP Staff

Topic: **Competency/KSA Based Job Analysis:** *CODESP staff will briefly introduce their new job analysis guide to assist districts in developing job-related job descriptions and selection plans using competencies and KSAs.*

**\*A Tri-Counties Meeting will be conducted from 8:00 – 8:45.**

**A FREE continental breakfast will be served beginning at 8:30 for those who REGISTER online at [www.codesp.com](http://www.codesp.com) under Events.**

### Registration Instructions:

CATS registered members must Log-in to register. Hold down the Ctrl key if you choose more than one person to register from the drop-down menu. To verify your registration go to your CATS Home Page and look under My Training Registrations. If you need to cancel, click on the blue hyperlink reminder and then click on Cancel Registration.

If you click on: Yes, Register me for the Event, it will only register yourself (if you are using another user's log-in name, that person will be registered.)

Non-members or non-CATS users must register on CATS also, without logging in. Click on the Event you want to attend, click on Registration and then complete the form at the bottom of the page and hit Register.

# 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:

---

---

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 under Add/Edit Users.