

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## CATS Security Update

Test material security is extremely important at CODESP and should also be at your district. CATS Users (those with log-in names and passwords) should **ONLY** include school district employees in Human Resource departments who are responsible for developing employment tests.

If there is information on the website, other than test material, that employees need to access, please find another method of retrieving that information for them without giving them a log-in name or letting them use yours. Employees can be given links to public websites provided on the website without violating the security agreement. Tutorials must be printed for them to use.

If we feel that a CATS User has been given access to our CATS system without proper authorization, we will make the log-in name **Inactive** until a human resource administrator from your district notifies us. We will attempt to contact individuals by email or phone prior to making them **Inactive** unless the violation is very apparent. We take these actions to protect your district.

**Terminated employees, or those who no longer work for the HR testing function, should be made Inactive immediately.** Also, if you have shared password information with anyone, change your password by logging in, clicking on **My Profile**, and then on **Change Password**.

If there is someone in your district who is accessing CATS using another individual's log-in name and password, this must be stopped immediately. This causes many security and service related problems. We send emails to the email address of the person whose log-in name and password is being used, the system can't tell who is actually logged in. If you do not want to be responsible for an individual who uses your log-in name to access CATS inappropriately, you should change your password now.

Also, we are tracking the date and time the log-in names are being used. We are looking for odd times and dates the system is accessed to ensure that the site is being used appropriately.

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**TEST SECURITY IS ESSENTIAL**

## WRIPAC MEETING AND TRAINING

The Fall WRIPAC meeting and training program will be held in Berkeley. Training will be September 20 with the meeting following on the 21st - 22nd. Topics will be *Selection Planning and Interpreting and Applying Item Analysis Data*. For details and to register: [www.wripac.org](http://www.wripac.org)

## CODESP MEMBERSHIP PAYMENT IS DUE JULY 1ST

Payment for the 2006-2007 membership year is due on July 1, 2006. If your district cannot send a purchase order or check by this date please send an email to [tests@codesp.com](mailto:tests@codesp.com) with an estimated date payment should arrive. In the subject area of the email enter: **PAYMENT**. If we haven't received an Intent (available at [www.codesp.com](http://www.codesp.com) under Resources/Membership Documents) or payment information by July 1, we will make your district **Inactive** in CATS and you will not be able to access test information in the secure areas of the site. Payment is delinquent if it has not been received by September 30, 2006.

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Unauthorized access to the secure areas of [www.codesp.com](http://www.codesp.com) is a violation of the Security Agreement.

CATS Administrators (member-admins) are the only ones allowed to change the status of CATS Users or add new users and provide them with log-in names and passwords under Add/Edit Profiles. (See figure on page 3) If your member-admin has terminated from your district, contact us about issuing this status to someone else.

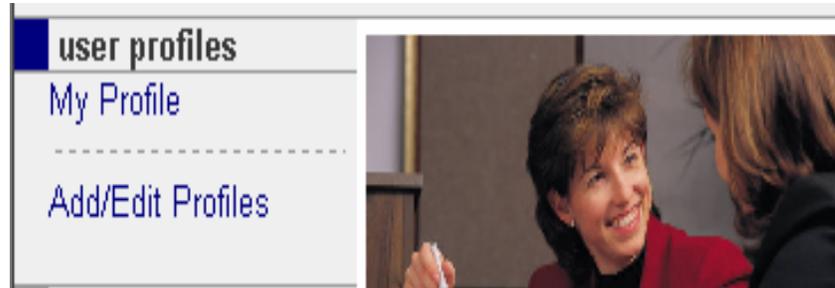
Log-in names must contain at least the individual's first initial and last name. If the last name is not available because it is already in use, use the last name first, followed by the first initial, and then the middle initial. If that log-in name is taken use the last name, followed by the first initial, and a number. We will not accept made-up names as log-ins.

We recently sent members an email addressed to CATS Administrators (member-admins) asking for verification of your district's CATS Users. If we do not hear from you whether this list is accurate, we will change the individuals listed in your CATS system under Add/Edit Profiles to **Inactive** status. This type of audit will be conducted periodically. Call us if you have any questions at 714-374-8644 and ask for Janet.

Please help us keep CATS access secure and only available to members who are truly involved in the test administration process.

# As a CATS Administrator, How Can I Change a CATS User's Status?

1. Log-in. From your home page click on Add/Edit Profiles.



<b>Person, Testing</b> Login name: testperson Has not logged in.	2/21/2006	user	Active	 
<b>Sample, Sample</b> Login name: Sample Last Login: 6/14/2006 3:27:05 PM	11/22/2005	user	Active	 



2. The screen above will appear listing the CATS Users for your district and their status. Click on the picture/page icon for the User whose status you want to change.

**user profiles**  
My Profile  
-----  
Add/Edit Profiles

**membership**  
Member Directory  
-----  
Edit District Profile

**CATS**  
CATS Request Form  
Create a Test  
Test Library  
Test Results

### Testing Person's Profile

**Login Name:** testperson

**Status:** Active

**First Name:** (Select One)  
Active  
**Inactive**  
Disabled

**Last Name:** Director

**Title:** Director

**Phone:** 714 374 8644

**Ext:**

**Fax:** 714 374 8225

**Email:** test@codesp.com

**Member District:** CODESP test

**Security Role:**  Application User  District Administrator

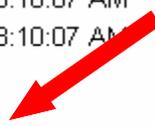
**Created On:** 2/21/2006 8:10:07 AM

**Modified On:** 2/21/2006 8:10:07 AM

3. Choose the status. Disabled is a temporary status. Inactive means terminated or no longer eligible for access.



4. Click on Update Profile



# JOB DESCRIPTION BUILDER

CODESP staff has a very ambitious summer project ahead of us. We will be working on an online Job Description Builder. This service will be available to members through our website. After a short instructional tutorial, which will explain the job analysis process and offer sample forms, users will select a job family. A template will appear and the users will be asked what information they would like to add to the template. Choices will be in the form of statements that can be added to build the description. Job-related task choices will be made first and when they are submitted the system will generate task-related KSAs and competencies to choose from. The template will also include choices for other job related information. Once all of the selections are made a job description which is editable in Word will be provided. The templates will contain choices in the following areas:

**JOB TITLE**  
**JOB SUMMARY/DISTINGUISHING CHARACTERISTICS**  
**TASKS**  
**KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES**  
**EDUCATION LEVEL REQUIREMENTS**  
**LICENSE REQUIREMENTS**  
**YEARS OF EXPERIENCE REQUIREMENTS**  
**PHYSICAL REQUIREMENTS**  
**WORK ENVIRONMENT**

We hope that this will be a valuable service to our members and we look forward to expanding our services to other areas.

## CODESP BOARD OF DIRECTOR'S ELECTION RESULTS

We are very sad to announce the retirement of long-term Board of Director, Linda Hall who is retiring this year from Charter Oak USD. We thank her for her years of dedicated service and wish her well in her travels, volunteer work, and hopefully lots of free time to have fun.

Her retirement left an opening on the Board which was filled by Debby Wulff, Director, Classified Personnel at Carlsbad USD. Debby has many years of service with CODESP member districts and previously was an Analyst at Poway USD. We welcome her to our Board.

Congratulations also go to current Board members Bob Guerrero from Poway USD, and Jeff Josserand from Montebello USD who were re-elected. Elections take place each spring. If you would like to run for office, look for a nomination letter which is sent to members around March each year.