



COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## NEW TEST MATERIALS

At CODESP we have placed a high priority on updating and adding new multiple choice test items to our item bank. This is a lengthy process considering that we already have approximately 19,000 test items in our item bank. As requests from members are submitted, CODESP staff members search the current item bank for job-related test items based on the district's job description. If we find no test items available we will research the subject and write new test items if multiple choice testing is the best method to use. New test items will be created if the district requesting the new items:

- A. allows us time (min. 7 working days) to write and proof the items.
- B. will provide subject matter experts to review the test items.
- C. provides us with a detailed job description outlining the KSAPs/ Competencies required at the time of hire.
- D. provides us with technical information regarding the subject if information on it is not readily available to the public.
- E. if no other, more appropriate test methods are available.

We are also in the process of editing our supplemental applications form questions and in the process we are changing many of the formats previously used. CODESP offers these forms on our website for members under [Resources](#). These sample forms allow districts the ability to gather more detailed information than what is typically provided on standard applications. The forms can be attached to the district's regular application and modified to make the application consistent with the district's position requirements. They should always be reviewed with a subject matter expert before using.

To make the supplemental applications easier to rate (can also be used as pass/fail) we will be providing check-list answer options for many of the questions.

Interview questions and performance tests are also being updated. This past month we have updated several interviews and the Excel Performance Exam.

If you do not find what you need in the [Resources](#) area, complete a CATS Request Form on the website and we will update or enter new materials if feasible. We encourage suggestions from your Subject Matter Experts.

Remember a job analysis is always encouraged and the final choice of test materials used is the district's responsibility.

# JOB OPENINGS

## Long Beach USD

**HUMAN RESOURCES TECHNICIAN & SALARY SERVICES SUPERVISOR**

**\$3,124 - \$3,869/month**

**&**

**\$4,011 - \$4,709/month**

**Closes: September 29, 2006**

**&**

**October 9, 2006**

For details go to: [www.lbusd.k12.ca.us/Persomm/Web/index.htm](http://www.lbusd.k12.ca.us/Persomm/Web/index.htm)

Select Class Specifications, Human Resources and Personnel Commission

## CODESP MEMBERSHIP PAYMENT IS DUE NOW

Payment for the 2006-2007 membership year was due on July 1, 2006. Payment is delinquent if it has not been received by September 30, 2006. Access to the secure areas of the website will be discontinued if payment is not received by this date. Also, always **update your Users information** on our website and please check with your Business Department regarding our correct address. Our invoice is under [Resources/Membership Documents](#).

## EVENT REGISTRATION

**CATS Users:** **Log-in first** and then click on **Events**. You will see the card below. When you place a check in the box using someone else's log-in name and password that person, NOT you, will be registered. Do NOT use other User's log-in information. To check who "me" is look at the tool bar near the top of the webpage. It will tell who is logged in as shown below:

You are logged in as Jane Doe - [Log out](#)

**Registration Card**

45 seat(s) available

Yes, register me for this event.

↑

By clicking on the box, Jane Doe will be registered. If there are other Users in your district their names will appear in a box on the card. Click on their names to register them also. Hold down the Ctrl button to register more than one.

**First Name:\***

**Last Name:\***

**Email:\***

**Address:\***

**City, State, Zip:\***  CA

**District:\***

**Phone:\*** (  )  -  ext:

**Fax:** (  )  -

If you can't log-in because you don't have a log-in name and password, click on **Events** and complete the form as shown here. Each guest who doesn't have a log-in name and password must be registered separately.

# FALL TRAINING

## LEGAL UPDATES & EMPLOYEE SELECTION PLANNING

**LOCATION:** Shasta County Office of Education  
**ADDRESS:** 1644 Magnolia Avenue, Redding  
**WHEN:** **Wednesday, September 20, 2006**  
**TIME:** 8:30 — 10:30  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** Attorneys Pat McAleer and Dennis Huie from Hanna, Brophy, McAleer and Jensen, LLP will be presenting an update on legal issues affecting Human Resource management in school districts. Also, Marianne Tonjes, Executive Director of CODESP, will share tips on employment test construction using CODESP's Computerized Automated Testing System.

## FITNESS FOR DUTY/DEALING WITH DIFFICULT EMPLOYEES

**LOCATION:** Newport-Mesa USD  
**ADDRESS:** 2985 Bear St., Costa Mesa - Bldg. A Conference Room  
**WHEN:** **Friday, September 29, 2006**  
**TIME:** 9:00 — 12:00  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** Irma Rodriguez Moisa of the law firm of Atkinson, Andelson, Loya, Rudd and Romo will be the speaker for the presentation. When dealing with difficult employees, there is often a question of whether they are physically or psychologically fit for duty. The presenter will define "fitness for duty" and the laws that relate to it. The difficult employees who trigger these issues often present a host of related issues, such as workers compensation abuse, underperformance, absenteeism, tardiness, etc. These issues will be addressed and the presenter will provide tools to deal with a variety of difficult employees. CODESP staff will also explain the services offered through CODESP membership.

## FITNESS FOR DUTY/DEALING WITH DIFFICULT EMPLOYEES

**LOCATION:** San Jose USD  
**ADDRESS:** 855 Lenzen Avenue, San Jose - Board Room 1st Floor  
**WHEN:** **Wednesday, October 11, 2006**  
**TIME:** 9:00 — 12 noon  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** Mark Williams, attorney from Atkinson, Andelson, Loya, Rudd and Romo will conduct the same presentation as the one described above at Newport—Mesa Unified School District.

**EFFECTIVE AND SAFE HIRING STRATEGIES**

**LOCATION:** Ventura USD/Ventura CCD (new address)  
**ADDRESS:** 255 W. Stanley, Ventura  
**WHEN:** **Friday, October 13, 2006**  
**TIME:** 10:00 — 12 noon  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** An attorney from the law firm of Fagen, Friedman and Fulfrost will provide a presentation on the proper interview questions, issues to address when sites hire, potential discrimination pitfalls and proper topics for job descriptions and postings. Additionally, unique issues associated with the hiring and training of special education instructional aides will be covered.

**USING PHYSICAL ABILITY ANALYSIS TO BUILD VALID JOB DESCRIPTIONS**

**LOCATION:** Riverside County Office of Education  
Conference Center  
**ADDRESS:** 3939 13th St., Riverside  
**WHEN:** **Friday, October 20, 2006**  
**TIME:** 10:00 — 12 noon  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** Gene Carmean from Med-Tox Health Services will be the presenter. He will provide a set of physical ability terms and instructions on how to use the working conditions manual. The presentation will include information on distinguishing between job evaluation and job analysis, minimum qualifications related to physical qualifications, and some do's and don'ts of job description writing.

**EFFECTIVE AND SAFE HIRING STRATEGIES**

**LOCATION:** Carlsbad USD  
**ADDRESS:** 6225 El Camino Real, Carlsbad  
**WHEN:** **Friday, November 3, 2006**  
**TIME:** 10:00 — 12 noon  
**FEE:** **FREE!!!!!!**

**SPEAKER AND TOPIC DESCRIPTION:** See 10/13 Ventura meeting above.

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**CSPCA ANNUAL CONFERENCE**

**February 15 - 18, 2007 Long Beach Westin Hotel**

**Merit Systems: Investing in Student Achievement - [www.meritsystem.org](http://www.meritsystem.org)**

# INSTRUCTIONAL AIDE SURVEY

Please complete this short survey. After you have completed it, fax this page to us at **714-374-8225**. After the results are compiled they will be posted on our website at [www.codesp.com](http://www.codesp.com) under **Resources/Surveys**. You will be required to log-in to view the results. We will **NOT** publish your district's name in the survey.

1. How many Instructional Aides (Title 1) do you have employed by your district that are required to meet the NCLB standards? \_\_\_\_\_

2. What percentage of the Instructional Aides employed by your district (who are required to pass the NCLB test) have **successfully** met the requirements by obtaining a passing score on a **written test**?

- |                                   |                                   |                                    |                                    |
|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> 100%     | <input type="checkbox"/> 95 - 99% | <input type="checkbox"/> 90 - 94%  | <input type="checkbox"/> 85 - 89%  |
| <input type="checkbox"/> 80 - 84% | <input type="checkbox"/> 75 - 79% | <input type="checkbox"/> 70 - 74%  | <input type="checkbox"/> 65 - 69%  |
| <input type="checkbox"/> 60 - 64% | <input type="checkbox"/> 55 - 59% | <input type="checkbox"/> 50 - 54%  | <input type="checkbox"/> 45 - 49%  |
| <input type="checkbox"/> 40 - 44% | <input type="checkbox"/> 35 - 39% | <input type="checkbox"/> 30 - 34%  | <input type="checkbox"/> 25 - 29%  |
| <input type="checkbox"/> 20 - 24% | <input type="checkbox"/> 15 - 19% | <input type="checkbox"/> 10 - 14 % | <input type="checkbox"/> Under 10% |

2. What percentage of the Instructional Aides employed by your district met the requirements through **other methods** (48 units/2 years education)? \_\_\_\_\_

3. What percentage of the Instructional Aides employed by your district have **NOT** met the NCLB requirements? \_\_\_\_\_

4. Of those that have NOT met the requirements, what has your district done, or what is your district going to do?

- Terminate them.       Transfer them to a non-Title 1 position.
- Continue to test them until they pass.
- Allow them to continue working until the district is told by a Federal or State agency they must be terminated.

Other, please explain: \_\_\_\_\_

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**Fax to 714-374-8225    No cover-page is necessary.**

# **PERSONNEL ANALYST**

**Garden Grove USD**

**\$65,160—\$79,380**

**Requires any combination equivalent to a bachelor's degree with a major in personnel administration, psychology, or closely related field, including courses in statistics, tests and measurements, industrial psychology, or public personnel administration; and two years of professional personnel experience, preferably including experience in test development and validation, or classification and job analysis. Come work for the winner of the Broad Prize (for outstanding student achievement among large urban districts)!**

**Apply by: October 2, 2006, using district application materials from the website at [www.ggusd.us](http://www.ggusd.us) or in person at 10331 Stanford Ave. Garden Grove, CA.**

## **TRAINING OPPORTUNITIES**

**Always check [Events](#) on the website for updates on the training programs. We add them frequently throughout the year and currently we are working on plans for LA and Sacramento area meetings.**

**Registration for WRIPAC or PTC events cannot be made on the [www.codesp.com](http://www.codesp.com) website. Go to their sites for more info.**