



## CODESP Job Description Builder

Maintaining accurate job descriptions is essential to school districts. They are necessary to determine criteria for employee selection, performance evaluation, for employee's return to work following medical and workers' compensation leaves, as well as to design employee training programs and to meet ADA requirements for reasonable accommodation. Clearly, a written job description that identifies the essential functions of a position is indispensable in helping a district comply with the law. To assist member districts CODESP is developing a **Job Description Builder** which will be accessible on the CODESP website.

Before a job description can be built, a job analysis must be conducted. CODESP will offer additional instructional materials, a sample **Job Analysis Questionnaire** and **Linkage Forms** to assist districts through the job analysis process. Some information and samples are already available under **Resources** and **Links** on the website.

Job analysis data provides information for compiling job descriptions. A job description typically includes a brief summary of the nature of the job, and lists the tasks and the KSAs/Competencies considered to be essential for successful job performance. Other information includes education level, relevant experience, or physical characteristics, etc. Once the information on the job is gathered, making selections in the **Job Description Builder** is easy.

The **Job Description Builder** will not produce an accurate job description without district involvement. No one can accurately describe a district's job without analyzing it. CODESP's web-based software system uses a template and a library of job description data to make the job description development process less cumbersome for districts, but districts must do their part to produce accurate job descriptions.

After logging in to the website and selecting the **Job Description Builder**, the district user will choose the Job Family and Job Title that is the closest match to their district's position.

When the position has been matched, a template will appear that displays a broad selection of potential job-related statements based on the Job Title chosen. The statement choices will appear in a checklist format in the job description template categories. The user selects statements from the checklists based on their job analysis data and can also add custom statements in boxes provided, then submits their selections for processing into a document.

Once the template is submitted a Word document will appear, containing the statements selected and added by the customer, divided by job description category. Final edits will be required by the district to allow for further customization so that the description will correctly reflect the job analysis data collected by the district.

## Job Description Builder continued from page 1

Only those template categories chosen will appear in the final job description. For example, if a district prefers to use competencies instead of KSAs, they need only to choose that category. Available **Job Description Builder** template categories include:

Job Title - Job Summary - Distinguishing Characteristics - Tasks - Knowledge - Skill - Ability - Competency - Education - Licenses / Certificates - Experience - Physical Abilities - Working Conditions.

The Physical Abilities section requires expert assistance during the job analysis/Position Analysis Questionnaire stage of the process to be completed accurately. To identify essential job functions under the ADA, a job analysis should focus on the purpose of the job and the importance of actual job tasks in achieving this purpose. Evaluating “importance” will include the consideration of the frequency with which a task is performed, the amount of time spent on a task, and the consequences if the task is not performed.

District users will be advised during the process that the analysis should not conclude that the ability to perform the job in a particular manner is an essential task, unless there is no other way to perform the task without causing undue hardship. The sample Position Analysis Questionnaire will focus on producing statements to be used in the **Job Description Builder** that will define the results or outcome of a task, not solely on the way it is customarily performed.

Each physical ability statement chosen should be tied to a task performed on the job and defined in that manner. For example a job that determines through analysis that a person must lift cartons weighing up to 50 pounds to a height of 3 or 4 feet and loads them on to a truck on an average of 5 hours per day, should state this essential task. But the task should not be written so that it states “ability to manually lift and load 50 pound cartons is essential” unless this is the only method that this task can be performed without causing an undue hardship.

The job analysis portion of the process will also include determining working conditions. Each will have its own unique scale on our sample Job Analysis Questionnaire. The questionnaire will be very comprehensive so that the necessary job analysis data is collected.

Job description materials were collected from literature searches and various sources including consultant - Bill Ewing; O\*NET, numerous public agencies, and Med-Tox.

To assist our members, glossaries/dictionaries will be available in the following categories:

1. Task Action Verbs
2. Competencies
3. Physical Tasks
4. Work Environments

Currently we are building the program framework with the software developers and compiling our data banks. During the **Job Description Builder** software test phase, several experts in the field of job analysis will be asked to review the materials for accuracy. District users will also be asked for input to ensure that the Job Description Builder process is easy to use and that Job Analysis information provided is clear. This process incorporates a large amount of data and will require at least four months to complete. If you have completed a recent job analysis and would like to share the data to add to our bank, please let us know.

# WINTER-SPRING TRAINING

## [Selection Planning Using CODESP Services](#)

1/18/2007

**Location:** [Perris Elementary School District](#)  
**Address:** 555 Alpine St....  
Perris..CA 92570  
Computer Lab  
**Starts:** 9:00 - 12:00 p.m.

## [The Consequences of Unlawful Minimum Qualifications](#)

1/30/2007

**Location:** [ABC Unified School District](#)  
**Address:** 16700 Norwalk Blvd....  
Cerritos..CA 90703-1838  
Board Room  
**Presenter:** Attorney: Kristine Kwong - Hinshaw and Culbertson  
**Starts:** 9:30 - 12:00 noon

## [Legal Updates in Classified Employment + CODESP Services](#)

2/18/2007

**Location:** [Monterey County Office of Education](#)  
**Address:** 901 Blanco Circle....  
Salinas..CA 93912-0851  
Room 8  
**Presenter:** Attorney: Sarah Kaatz - Lozano Smith  
**Starts:** 9:30 - 12:00

## [The Importance of Accurate Job Descriptions in Accommodation Requests](#)

2/19/2007

**Location:** [Calaveras County](#)  
**Address:** Ironstone Vineyards  
1894 Six Mile Road  
Murphys, CA 95247  
**Presenter:** Attorney: Eve Peek Fitchner - Atkinson, Andelson, Loya, Ruud & Romo  
**Starts:** 9:30 - 12 noon

## [Job Descriptions & Accommodation Requests + CODESP's Job Description Builder](#)

2/23/2007

**Location:** [Sacramento County Office of Education](#)  
**Address:** 10474 Mather Blvd....  
Sacramento..CA 95826  
David P. Meaney Education Center - Board Room  
**Presenter:** Attorney: Eve Peek Fitchner - Atkinson, Andelson, Loya, Ruud & Romo  
**Starts:** 9:30 - 12 noon

## [Legal Updates in Classified Employment +CODESP Services](#)

3/5/2007

**Location:** [Fresno](#)  
**Address:** 7404 North Spalding  
Main Conference  
**Presenter:** Fresno..CA  
Attorney: Jenell Hudson - Lozano Smith  
**Starts:** 9:00 - 12 noon

MAKE RESERVATIONS AT [WWW.CODESP.COM](http://WWW.CODESP.COM) EVENTS

# WRIPAC MEETING AND TRAINING

Two Pre-Meeting Training Sessions in Riverside Will Be Offered:

## Item Writing –Mike Willihnganz

January 24, 2007

Mission Inn Hotel

## Assessment Centers- *Aaron Morgan*

January 24, 2007

Mission Inn Hotel

The Winter WRIPAC meeting and training program will be held at the beautiful and historic Mission Inn in Riverside. Training will be on January 24 with the FREE meeting following on the 25th and 26th. For details and to register:

[www.wripac.org](http://www.wripac.org)

## CSPCA ANNUAL CONFERENCE

February 15 - 18, 2007 Long Beach Westin Hotel

### Merit Systems: Investing in Student Achievement

A Pre-Conference Staff Development Day is also available on February 15, 2007. The cost is \$35 and will be held from 8:00 - 3:30 p.m.

Training choices include:

*Who Moved My Cheese*  
*Classification 101*  
*Everyday Creativity*  
*Compensation 101*  
*Teams and Team Leadership*

Register at: [www.meritsystem.org](http://www.meritsystem.org)



## **HAPPY HOLIDAYS FROM CODESP**

The CODESP office will be closed from Noon December 22, 2006 - January 8, 2007. This will allow CODESP staff to spend the holidays with their friends and families and to use vacation days during the “slow” period in school districts.

Please do not order multiple choice test materials after December 15th if you will need them before the holidays. If it is a common job position we may be able to accommodate you with less notice, but if new test materials need to be developed, always allow us seven working days. Check the [Resources](#) area of the website first for Supplemental Application Forms, Interviews, etc., which do not need to be ordered.



## **CODESP MEMBERSHIP OPTIONS**

CODESP offers a mid-year membership program (\$875.00). This membership program requires an additional commitment of a full-year membership (\$1,750.00) for the following year. The Mid-year membership runs from January 1 - June 30 of each year and the registration process begins on November 1.

[Regional Occupational Centers and Programs](#) and [Charter Schools](#) are also eligible to join CODESP. If their ADA is less than 1,000 and their county office is a member, they join at no cost. If their ADA is larger than 1,000, they must join separately. Call our office at 714-374-8644 for details.

# “Expungement” of Criminal Records

**Christopher D. Keeler - Fagen Freidman & Fulfrost LLP**

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This memorandum addresses questions raised during the CODESP presentation on November 3, 2006.

During the presentation, we noted that the Fair Employment and Housing Act prohibits prospective employers from inquiring into or seeking information about certain criminal records. Through its regulatory power, the Fair Employment and Housing Commission has restricted employers from inquiring or seeking information on any applicant concerning any:

- i. Arrest or detention which did not result in conviction;
- ii. Conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated;
- iii. Misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; or
- iv. Arrest for which a pretrial diversion program has been successfully completed. (Reference: Title 2, Cal. Code of Regs. §7287.4.)

Further, an employer may not inquire or use information about an applicant's conviction for certain marijuana offenses two or more years after the conviction, but may ask or use information about convictions that are less than two years old. (Labor Code § 432.8.)

However, the Labor Code provides that an employer may ask an applicant whether he or she is out on bail or on his or her own recognizance pending trial. (Labor Code § 432.7.)

**Read the entire article by logging on to [www.codesp.com](http://www.codesp.com) and clicking on [Resources](#) / [HR Guides](#) / [Government Regulations](#) / [Conviction Records](#).**

## **TEST TAKING PRACTICE SITES**

Applicants need help studying for tests?? Tell them to visit [www.codesp.com](http://www.codesp.com) and click on [Links](#) and scroll down to **Test Taking Practice** and **Tutorials**. These sites are accessible to the public without a log-in name and password. The [Resource](#) area at [www.codesp.com](http://www.codesp.com) contains test taking practice -study skills materials also.