March 2007

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

CODESP JOB ANALYSIS TOOLS

We are anxiously awaiting the completion of our Job Analysis Tools. These new tools will include a **Job Analysis Questionnaire** and an online **Job Description Builder**. The questionnaire will provide you with an easy-to-use format to collect job information. Use subject matter experts and incumbents to complete the questionnaire. The information collected through the questionnaire is **ESSENTIAL** to the job description creation process. We have replaced many of the narrative areas typically found in a job analysis questionnaire with checklists. The questionnaire can also be customized to your district's needs and by job family to narrow down the choices. Checklists provided include:

Interaction with Others on a Frequent Basis; Written Materials Produced; Supervision Received; Supervision Exercised; Computation Skills; Work Related Instructions/Guidelines; Computer Skills; Education; Experience; License/Certificates; Other Language Skills; Working Conditions; Physical Abilities; and Mental Abilities.

Other information collected on the questionnaire by table include: Tasks by Frequency, Duration and Importance; Knowledge; Skills; Ability; and Competencies. The questionnaire requires that all Knowledge, Skills, Abilities, Competences, Working Conditions, Physical Abilities and Mental Abilities chosen be linked to actual tasks performed.

Glossaries are available to provide assistance in writing Task Statements, choosing Competencies, and defining Working Conditions, Physical Abilities and Mental Abilities.

Once the Job Analysis Questionnaire is complete you can proceed to the Job Description Builder. This will be located on our website after logging on. The template for the Builder includes, Job Title, Job Summary, Distinguishing Characteristics, Representative Duties, Knowledge, Skills, Abilities, Competencies, Educational Requirements, Experience Requirements, License/Certificate Requirements, Working Conditions, Physical Requirements and Mental Requirements. You will select a job family and then a generic job title from that family that most closely matches the job at your district. The final product will be in Word format so that you can edit the title and contents at that time to match your district's job requirements. If you do not select choices in a category from the template, that category will not appear on your final job description.

Once you select a job title the template will self-populate with sample statements in the following categories: Job Summary; Representative Duties; Knowledge; and Ability statements. You can click on these statements to add them to your job description. There is also room for you to add your own information. Remember, these are SAMPLE statements which we have collected from various sources. Unless they match the requirements discovered through your job analysis do not use them. At the end of the job description building process you can also edit the statements.

Check-lists, which are similar to those provided in the questionnaire, are available in the other categories of the template. Once the selection process is completed, a job description in Word is produced. Final edits can be made at this time. Job descriptions produced on the Job Description Builder are the district's responsibility and must be based on job analysis data to be valid.

CATS: CODESP Automated Test System

Log-On at www.codesp.com to receive the following:

Click on CATS Request Form:
Multiple Choice Test Questions

Click on Resources:
Supplemental Application Forms
Interviews
Performance Tests
Writing Exercises
Test Preparation Materials
HR Forms and Information
Tutorials for CATS & Test Preparation

Test Materials Available to CODESP Members Only

Click on Links:
Test Taking Practice Sites
(Practice Sites are Available to the Public: No Log-In Required)
Job Description Sites
HR Website Links

Click on Events:

Training Meeting Information & Registration

To be added soon:
Job Analysis Questionnaire
Job Description Builder

www.codesp.com

WRIPAC MEETING

The Spring WRIPAC meeting and training program will be held May 9-11 in Visalia. Registration and a fee is required for the training on the 9th. Separate registration is required if you are only attending the FREE meeting which follows on the 10th -11th.

The training topic for the all day workshop on the 9th will be *Selection Planning*. Participants will learn how to choose the right selection procedures for any type of job. Donna Terrazas will be the instructor.

VISALIA MARRIOTT
300 South Court
Visalia, CA 93291
Tel: (559) 636-1111
(800) 236-2427

For more information and to register:

www.wripac.org

Excerpt from the CODESP Job Analysis Questionnaire

The check-list shown below is an example of the information doctors request to determine if an employee is physically ready to return to work. "Ability to lift 50 pounds" stated on the job description does not provide sufficient information about the job.

Working Conditions	Frequency				
	Several times an hour	Once or twice a day	Once or twice a week	Once or twice a month	Once or twice in 1 or 2 years
Awkward and Static Postures *(check all that apply)* *					
Back bent or twisted while lifting or holding heavy items	☐	☐	☐	☐	☐
Objects lifted out of or put into cramped spaces	☐	☐	☐	☐	☐
Tasks involve leaning, bending forward, kneeling or squatting	☐	☐	☐	☐	☐
Tasks involve working with the wrists in a bent or twisted position	☐	☐	☐	☐	☐
Tasks (other than walking/standing) done with the hands below the waist	☐	☐	☐	☐	☐
Tasks done with the hands above the shoulders	☐	☐	☐	☐	☐
Tasks done behind or to the sides of the body	☐	☐	☐	☐	☐
Require standing for most of the shift without anti-fatigue mats	☐	☐	☐	☐	☐
Work with arms or hands in the same position for long periods of time without changing positions or resting	☐	☐	☐	☐	☐

CODESP SPRING TRAINING

FOR MORE INFORMATION VISIT
WWW.CODESP.COM and click on **EVENTS**

Pre-Placement & Fitness-For-Duty Testing

Friday, March 23, 2007
9:30 a.m. - 12:00 noon
University of California, Irvine
Center for Occupational & Environmental Health

CODESP Job Analysis Tools

Monday, April 30, 2007
10:00 a.m. - 12:30
Alameda County Office of Education

If you are a CATS User log-in and click on **Events** and then **Register Now!** A card will appear. "**Me**" in the sample card below is the person logged onto CATS. By putting a check in the box, the person whose name appears on the log-in information (should be you) will be registered. The small box to the right contains names of <u>other</u> CATS Users at your district. Click on their names to register them also.

Non-CATS Users must not be logged on to register. Click on **Events** and **Register Now!** Complete the information on the form that appears at the <u>bottom</u> of the web page and click on **Register.**

Registration Card

20 seat(s) available

☐ Yes, register me for this event.

I want to register the following users from my organization:

| M Test |
| Stephanie |

[Register] [Reset]