



COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

WHAT'S UNIQUE ABOUT CODESP'S UPCOMING JOB ANALYSIS TOOLS?

CHECK LIST FORMAT

The **CODESP Job Analysis Questionnaire** provides school and college districts with an easy-to-use format to collect the information needed to update or create new job descriptions. The new CODESP format replaces many of the complicated and narrative areas typically found in other job analysis questionnaires with user-friendly checklists.

USERS CAN CUSTOMIZE THE JOB ANALYSIS QUESTIONNAIRE

Not all of the categories and/or choices included in the **CODESP Job Analysis Questionnaire** are necessary for every job family or position. As a result the questionnaire can be shortened by removing categories or choices from the form that are not relevant to particular job families. For example, a contractor's license choice would not be required on a clerical job family questionnaire. The more job related and abbreviated the form, the more likely it will be completed by SMEs.

LINKS TASKS TO KNOWLEDGE SKILLS & ABILITIES

The **CODESP Job Analysis Questionnaire** is a valuable HR tool used to gather job information such as knowledge, skills and abilities (KSAs). Once this data is collected it guides users in linking this information directly to the tasks identified in the Questionnaire as being essential. Linking the minimum job requirements to the actual job tasks performed is necessary to establish job-relatedness and to meet legal mandates.

WORKING CONDITIONS, PHYSICAL ABILITIES & MENTAL ABILITIES INCLUDED

The **CODESP Job Analysis Questionnaire** also provides checklists so that users can easily gather information to define the working conditions, physical abilities and mental abilities necessary to perform the job. This data is vital to doctors when decisions regarding ADA accommodation, Workers Compensation return-to-work, and fitness-for-duty examinations need to be made. Glossaries are also available for Competencies, Working Conditions, Physical Abilities and Mental Abilities to assist users as they complete the steps.

CONTINUED ON PAGE 2

MED-TOX HEALTH SERVICES

NEW WEB SITE*

MED-TOX Health Services has launched a new web page that describes services specifically designed for school districts. The new website is located at www.schools-hr.com. The website describes services that are of special interest to human resource and risk managers.

Among the special services described are transportability studies for strength tests for selecting custodians, maintenance workers, food service workers, instructional aids, bus drivers, bus mechanics, warehouse workers and groundworkers.

Another unique service MED-TOX provides is physician consultants to conduct a review of a school district's current medical screening program for new hires. Often school districts expend thousands of dollars a year on these programs but seldom conduct a quality assurance review to ensure that the physician is performing the appropriate medical tests, properly documenting the functional abilities (or pre-existing conditions) of new hires, maintaining medical records in accordance with state law, or collecting all of the information necessary to advise the employer. Audits of the occupational medical function can ensure that scarce resources are directed toward those groups where there is the greatest opportunity for injury reduction and health promotion.

The website describes the various types of analysis and services MED-TOX can perform for school districts including ADA compliance, job description review, physical ability testing, and program evaluation to ensure cost-effectiveness. *See excerpt from website on Page 3.*

**This announcement is for information only. CODESP does not endorse individual vendors.*

BUILDER CONTINUED FROM PAGE 1

PRE-POPULATED SCHOOL DISTRICT RELATED CHOICES

The **CODESP Job Description Builder** was created specifically for school district and community college use and contains pre-populated choices by generic job title and job family. Users have three options. They can select from the pre-populated choices provided in the Job Summary, Representative Duties, Knowledge and Abilities categories, edit the choices provided, or add their own district-specific information.

USERS CAN CUSTOMIZE THE JOB DESCRIPTION

Once the **CODESP Job Analysis Questionnaire** has been completed the data can be entered into the **CODESP Job Description Builder** located on the CODESP website. The final Job Description produced by the Builder will be in an editable format allowing users to modify the information once the process is complete. The job title can be changed to match the district's title and the job description can be saved and printed from user's work stations.

SAVE the DATE!

October 12 - 14, 2007

**California School Personnel Commissioners Association
Northern California Conference
Siena Hotel Reno, Nevada**

INTENTS TO JOIN or CONTINUE CODESP MEMBERSHIP

Please return your Intents to Join or Continue CODESP Membership as soon as possible. Invoices for the next program year are available on our website at www.codesp.com. Click on the Blue toolbar on **Resources** and scroll down to Membership Documents.

New districts should register on our website, email us at tests@codesp.com or give us a call at (714) 374-8644.

MEDICAL REVIEW QUESTIONS FROM MED-TOX WEBSITE:

Some medical reviews focus on a review of medical records and physician notes and tests conducted during the examination. Often these records can provide a great deal of insight into the quality of the examination process.

Issues such as:

- Did the physician conduct a proper documentation of the candidate's health status prior to appointment?
- Were there red flags on the medical history that may have warranted further investigation such as a recent workers' compensation claim with another employer?
- Did the laboratory results have findings that should have prompted action by the employer's physician?
- Are appropriate medical standards being applied from DOT or other standard-setting organization?
- Were appropriate record reviews conducted?
- Did the medical history form contain the important component parts including a work history, social history, hazards history, family history, immunization record,
- Were individuals "passed" through the medical examination process with significant limitations that precluded successful performance when placed on the job?

CODESP TRAINING

WWW.CODESP.COM click on **EVENTS**

CODESP Job Analysis Tools

CODESP staff will present a Job Analysis workshop which will also introduce their new Job Analysis Questionnaire and **CODESP Job Description Builder**

Los Angeles County Office of Education

Downey

Thursday, June 21, 2007

9:00 a.m. - 12:00

&

Tehama Department of Education

Red Bluff

Thursday, June 28, 2007

10:00 a.m. - 12:00

This class will be repeated at several locations. Check Events Often.

To: Register

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 on to CATS. Check by looking at who is logged in under the Resources tool bar. By putting a check in the box, the person who is logged-in (should be you) will be registered. The small box to the right contains names of other 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 bottom 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 '1

DISPARATE IMPACT IN EMPLOYMENT TESTING

EEOC vs. THE DIAL CORPORATION

On May 16, 2007 the EEOC held a meeting about Employment Testing and Screening. The lead EEOC attorney in the Dial case illustrates the dangers of using persons unfamiliar with test construction and the federal rules regarding employment discrimination. In this case, an occupational therapist and a plant nurse designed a test for Dial workers. No validation study was performed and the test was found to be discriminatory on the basis of gender. It is important that persons who design tests be expert in the EEOC, APA, and SIOP guidelines for developing a test. The lead attorney's full statement to the EEOC is printed below:

The U.S. Equal Employment Opportunity Commission: Meeting of May 16, 2007 - Employment Testing and Screening

Statement of Jean P. Kamp, Associate Regional Attorney

Madam Chair, Madam Vice-Chair, Commissioners, Ladies and Gentlemen:

I have been asked to provide testimony to you concerning the EEOC's lawsuit against The Dial Corporation, which resulted in a final judgment of approximately 3.6 million dollars for 53 women who were rejected for entry level production jobs because of a strength test.

The case began with Paula Liles, who is also here to testify today. She had worked through a temporary agency at Dial's meat packing plant, which manufactures Armour Star and other sausage brands in Fort Madison, Iowa.

She had seen the men and women who worked in what was called the smokehouse. It was unquestionably a physically demanding job. Workers would carry 35 pound rods of sausage links between a moving conveyer and a processing table and place the rods into notches from 33 to approximately 65 inches above the floor level, on a continuous basis for an eight hour shift. Defense testimony at trial was that the ability to repeatedly lift 35 pounds to 65 inches is strongly correlated with gender; while some 90% of men are able to do so; only 10% of women can do so.

Ms. Liles knew that she could do it. She applied, and successfully went through Dial's several step application process. She was offered the entry level production job, subject to a physical exam. However, during the time that Ms. Liles was applying, in early 2000, Dial added another component to the process: applicants were required to complete a physical ability test, called the work tolerance screen.

The test, which had been developed by the plant nurse and an occupational therapist at a local community hospital, looked like the job. Applicants were required to lift a bar with 35 pounds of weights off a table, carry it ten feet and place it on a wooden frame at a height of 35 inches, lift and carry it back to the table, immediately lift and carry it back to the frame and place it at a height of 67 inches, then lift and carry it back to the table again. Applicants were instructed to repeat this cycle "at their own pace" continuously for seven minutes. An occupational therapist recorded the number of cycles completed and comments on the applicant's body mechanics and signs of fatigue.

Paula Liles took the test in May, 2000. She completed the seven minutes, and the form was marked as "pass." The comments noted "Lifting up over her head was difficult because of her height." Her job offer was withdrawn for failing the test, as were those of thirteen of the other 22 women who took the test at that time.

Continued on page 6

