



CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

JOB DESCRIPTION BUILDER

The CODESP Job Description Builder© is available online for members now!!! Log on to www.codesp.com. Hyperlinks to the Builder are located in the left margin of the site (see box below).

The Instructions are very easy to follow. Do not attempt to build a job description without reading them first. Questionnaires are also available on the website to assist districts in collecting job information necessary to build a content valid job description. The Questionnaires are in Word format so that each

district can modify them as needed. Four varieties are currently posted: the complete CODESP Job Analysis Questionnaire©, and the Clerical, Custodian and Teacher/Credentialed/Administrator job family questionnaires.

Glossaries are available for Competencies, Task Action Verbs, Mental Abilities, Working Conditions and Physical Abilities.

By clicking on Resources/Job Description Builder/Questionnaires you can view a list of the current job descriptions available by Job Family and generic job title. Many credentialed positions are included. Does your district have job descriptions for teachers/administrators on file?

Once the Questionnaire or other method of collecting job analysis information is completed, the information can be entered into the easy-to-use Builder. The first page of the Builder is shown below:

job descriptions

- Instructions
- Questionnaires
- Glossaries
- Builder

1 Job Family

CODESP has compiled job description materials by job families. Our library of information contains the following categories: job title, job summary, distinguishing features, tasks, knowledge, skills, abilities, competencies, educational requirements, years experience requirements, license/certificate requirements, work environment, physical requirements and mental requirements.

Select from the choices provided, add your own information in the boxes provided, or select *Template Only*. If you select *Template Only*, no self-populated choices will appear in the Summary, Representative Duties, or Minimum Qualifications categories. You may add your own information or cut and paste from your completed [Job Analysis Questionnaire](#). You can edit information provided in the boxes at the end of the Job Description Builder process. If no selections are checked off or the box is left empty, the category will not appear on the final job description.

Template Only

JOB ANALYSIS – JOB DESCRIPTION TOOLS

Join CODESP members and guests for free training which will include an overview of our online **CODESP Job Description Builder**. Click on **Events** to register.

Training will also include instructions on using the new **CODESP Job Analysis Questionnaire** which provides districts with a flexible and easy-to-use format to collect job information. This information can be used for a variety of HR tools, including updating and/or creating new job descriptions. Participants will receive: Job Analysis Training, CODESP Job Analysis Questionnaire Instruction and a CODESP Job Description Builder Demonstration.

Date and Time: 09/06/07: 10:30 a.m. – 12:30

Location: State Center Community College District - Fresno

Date and Time: 9/18/07: 10:00 a.m. – 12:00

Location: Victor Valley UHSD - Victorville

Date and Time: 9/25/07: 9:30 a.m. – 12:00

Location: Riverside Adult School - Riverside

Date and Time: 9/25/07: 10:00 a.m. – 12:00

Location: Santa Cruz COE - Capitola

Date and Time: 9/26/07: 10:00 a.m. – 12:00

Location: San Mateo COE - Redwood City

Date and Time: 9/27/07: 10:00 a.m. – 12:00

Location: College of the Desert - Palm Desert

Date and Time: 9/27/07: 10:00 a.m. – 12:00

Location: San Jose USD - San Jose

Date and Time: 10/9/07: 10:00 a.m. – 12:00

Location: Carlsbad USD - Carlsbad

Date and Time: 10/18/07: 10:00 a.m. – 12:00

Location: Kern COE - Bakersfield

Date and Time: 10/23/07: 10:00 a.m. – 12:00

Location: Solano COE - Fairfield

Date and Time: 10/25/07: 9:30 a.m. – 12:00

Location: Garden Grove USD - Garden Grove

SECURITY ALERT - PLEASE READ YOUR SECURITY AGREEMENT

Test materials obtained through CODESP will be used only for the official purposes of the District in testing candidates for employment and promotion. Under no circumstances will materials, including tutorials, so obtained be posted on any other agency or private web site. Under no circumstances will multiple choice test materials be stored in any other agency's or private computer systems for sale or disbursement to any other agency or person that is not authorized to have access to such materials, nor will they knowingly permit others to do so. **This means that you cannot post our tutorials, or portions of them on your website and you cannot test candidates from Non-Member districts using CODESP materials without violating the agreement.**

Subject Matter Experts Essential in Creating Tests

Alex Brody - CODESP Selection Analyst

Members often find themselves in a situation in which they have been sent an online test packet from CODESP containing upwards of two-hundred items and are faced with the daunting responsibility of finding someone capable of narrowing these items down to only the most job relevant, content valid test questions a job incumbent would have to know in order to be successful for the specific position at their district. Although Subject Matter Experts (SME) are the ones that will ultimately make the decision as to which items make it onto the test, it is up to you and your coworkers in HR to determine who is best fit to serve as an SME and to train them on how to review test items. Finding the right SME helps to ensure that you are going to select the right candidate and follow a legal selection process. The following are tips and best practices you may use as a guide in your quest to find the optimal hire given your specific requisition.

The best SMEs for item selection are employees who currently have or have had hands on experience successfully performing on the job or have heavy exposure to those with hands on job experience. For this reason, the best SMEs tend to be job incumbents, past job incumbents and/or their immediate supervisors. If you are unable to locate SMEs by contacting schools and department heads in your district, call CODESP and we will attempt to put you into contact with SMEs from another CODESP district member in your area. In the instance when several well performing, qualified SMEs are available, try to select from those who have at least passed probation, and choose a diverse group in terms of race, gender, experience and education level. This ensures that you have chosen employees who are familiar with the job and vary in terms of their perspective.

Now that you have chosen your SMEs, it is time to let them provide their professional judgment to determine whether the ability to answer the questions correctly is required in order for the applicant to be successful on the job. Remind SMEs who have been on the job for a long time to select questions that test knowledge at the time of hire, not questions that could only be answered by school district employees with experience in that particular position. Aside from how relevant the subject matter of the item is to the job, SMEs should be on the look out for problems such as terminology that is too complex or outdated, as well as incorrectly keyed items, or those that have more than one correct alternative. In cases where problem items are found, alert CODESP staff.

Test items that are unanimously seen as relevant across SMEs should be included on the test, as they will help differentiate between good and weak candidates. When building the final test, avoid items that SMEs thought were problematic. Working with SMEs in this way maximizes the effectiveness of the test and allows you to become more familiar with the job at the same time. SMEs should complete the Subject Matter Expert Review and Security Form prior to reviewing CODESP testing materials. This form provides documentation that the SME is truly an expert in the test's subject area and reminds them of the importance of test security.

Willing and able SMEs are always encouraged to write new test items. As a consortium, this is what allows our item bank to grow, remain current and cover a wider scope. An item writing guide is available on the CODESP website and CODESP staff are also available for any further item writing assistance. Please give CODESP three weeks before your test date in order to review them from an item writing perspective, format them, and upload them into the CATS system.

In summary, there is a direct link between quality test items and quality personnel selection. By taking the time to carefully select your SMEs based upon their demonstrated knowledge of the job and by educating and involving your SMEs in the item selection and item writing process, you can be confident that you are administering a face valid, job relevant test, capable of yielding employees who will perform on the job. It is our mission at CODESP to help you achieve this goal as effectively and painlessly as possible.

To order multiple choice test materials complete a CATS Request Form found on our website after logging in. Always include a current job description with your order.

CATS

[CATS Request Form](#)

Selection Planning

Amy Tompkins - CODESP Selection Analyst

What is selection planning?

Selection planning is the process of deciding what assessment tools to use in selecting, hiring and promoting, to match jobs with the candidates who are best suited for them. Selection planning also helps protect your district from legal risks that can result from using an examination procedure inappropriate for the position.

What? We shouldn't just give everyone a multiple choice test?

Not the best idea! You also shouldn't just interview everyone. Different assessment tools should be matched to different jobs and using more than one type of assessment provides a more complete overview of the candidate's ability. Planning the selection process provides better job candidates and uses fewer resources. It is more practical to attract a few well qualified applicants than a large number of poorly qualified ones.

First, do a job analysis.

For both legal and practical reasons, the foundation of selection planning is job analysis. In 1971, the Supreme Court determined that employment tests "must measure the person for the job." In 1978, the Federal government issued the Uniform Guidelines on Employee Selection Procedures. The Guidelines prohibit the use of any test or selection procedure for employment decisions if it results in discrimination, referred to as "adverse impact", unless the test is justified in some other job-related way.

Making sure that your selection procedures "measure the person for the job" also ensures a better candidate pool. You analyze the job to make sure you know what you need to measure. Then you review the results to determine the most effective methods of measuring it. CODESP's **Job Description Questionnaires and Builder** provide users with the tools to perform a job analysis.

When you complete a job analysis, you have a list of tasks performed by the job. You know which ones are essential, and how frequently they are performed. You have identified and described the Knowledge, Skills and Abilities (KSAs) and Competencies needed **at time of hire** to perform each essential task (the ADA stipulates that only essential KSAs can be assessed in a selection plan). With this information, you are prepared to consider your selection strategy.

Selection strategy planning

Selection strategy planning questions should include the following: Which job content areas should be measured? Which areas will determine pass/fail? How should the different areas of the job be weighted? Are Subject Matter Experts available to help with the selection procedure? Are qualified raters available for interview panels?

Other considerations include the number of qualified applicants; the number of openings; time and cost to develop the test; time and cost to administer and score it; staff availability; applicant acceptance of the testing method; the amount of adverse impact that it is likely to produce; and ADA requirements.

You want to use appropriate, cost-effective methods that are **valid** and **reliable**.

Validity is the most important issue in selecting a test. It tells you if the characteristic being measured is related to the job qualifications and requirements. It describes how well you can make specific conclusions or predictions about candidates based on their test scores. It indicates the usefulness of the test.

Reliability refers to how consistently a test measures a characteristic. A test that yields similar scores for a person who repeats the test is said to be reliable. Reliability can be affected by a test taker's psychological or physical state at the time of testing, environmental factors in the testing area, different versions of the same test, and by multiple raters of a performance test, simulation, interview or supplemental application form.

To improve the quality of final selection, use one or more tests in combination with other screening devices. Do not expect any test or procedure to measure a personal trait or ability with perfect accuracy, or to be completely accurate in predicting performance. Each test tends to focus narrowly on only one of the many factors that determine job success.

CODESP.COM LINKS & RESOURCES

Test Taking Practice

CODESP offers many [Links](#) and [Resources](#) for applicants without the need to log-in to our website. Visit www.codesp.com and click on [Links](#). Scroll down to [Test Taking Practice](#) to view over 50 links to websites which contain practice tests and/or study guides that will assist applicants in improving their test-taking skills. Excerpt shown below:

Link Library

[Test Taking Practice-Math Pre Algebra](#)

This site contains pre-algebra practice tests.

<http://www.glencoe.com/sec/math/prealg/prealg03/index.php4/ca>

[Test Taking Practice-Math Worksheets](#)

Worksheets for various levels of math.

<http://math.about.com/od/worksheets/>

[Test Taking Practice-Painter](#)

This is True-Values site about Paint and Painting.

<http://www.truevaluepaint.com/content/projects/default.aspx>

Additional Test Preparation Information offered to the public under [Resources](#):

Resource Library

[Test Preparation Information](#)

[Tips for Applicants & Test/Interview Prep](#)

[Interview Preparation](#)

[Interview Response Tips](#)

[Raising Your Hiring Potential Part 1 Power Point](#)

[Raising Your Hiring Potential Part 2 Power Point](#)

[Resume Building](#)

[Tips for Completing Applications](#)

[Tips for Promotional Applicants](#)

Test Materials Available under [Resources](#) – No Request Form Required:

[Pre-Assembled Tests](#)

[Supplemental Application Forms](#)

[Interviews](#)

[Interviews by Competency](#)

[Performance Exercises](#)

[Writing Exercises](#)

[In-Baskets](#)

HR DIRECTOR OPENINGS

Director, Personnel Commission: Pasadena USD

Deadline 8/31/07

\$83,387 - \$101,304

Personnel Director: Hacienda-La Puente USD

Deadline 9/07/07

\$96,902 - \$108,832

Director of Classified Personnel: Conejo Valley USD

Deadline 9/14/07

\$84,063 - \$107,340

California School Personnel Commissioners Association

October 12 - 14, 2007

Northern California Conference

Siena Hotel Spa Casino - Reno

The Merit System:

Fueled by Knowledge and Experience

http://www.meritsystem.org/conference_information.htm

CODESP will be presenting the new Job Description Builder 3:15 - Oct. 13th

WRIPAC MEETING

The Fall WRIPAC meeting and training program will be held: September 12 – 14 in Pacific Grove at the Asilomar Conference Grounds.

The topic for the all-day training workshop on the 12th will be **Training and Experience Application Evaluation**. Participants will learn how to use Supplemental Applications to improve their employee selection procedures for any type of job. Mike Willihnganz Ph.D. will be the instructor. Registration, including a fee, is required for the workshop.

Separate registration is required if you are only attending the **FREE** WRIPAC meeting which follows on September 13th -14th.

www.wripac.org

CODESP Membership

To join CODESP visit www.codesp.com and scroll down to New Member Registration. To activate a previous membership, just give CODESP a call. To print an Invoice, click on [Resources / Membership Documents](#).

Current members: Send a PO or check as soon as possible. Payment is due now. Please notify us if your payment will be delayed.

Don't miss out on CODESP's new online Job Description Builder. Join NOW!