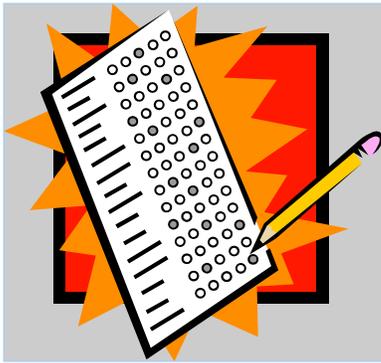


March 2008



CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

CODESP BOARD ELECTION

Each year the Nominations and Election Committee contacts all CODESP members to solicit nominations for the CODESP Board of Directors. The Directors' terms are for three years. The Board currently consists of nine K-12 school district Board Members. The tenth position is held open for our community college district members to select their own Board Member.

This year we have three Board Members from K-12 districts whose terms expire June 30, 2008. Although they are all eligible to run for re-election only one of them will be. We also have one on-going community college opening because there were no nominations in this category last year.

This year we will be using an electronic ballot, look for an email that explains the process. Each member district is allowed one vote.

The community college opening is filled only if an individual is nominated and elected by other community college member districts. Their name will only appear on the ballots distributed to community college districts. The CODESP member who is the community college district designee is allowed to cast one additional vote if a community college representative appears on the ballot.

If you would like to play an active role in helping the consortium, complete the nomination form when you receive the notice. Every member brings unique skills, ideas and background to the organization, which helps make CODESP a successful and dynamic consortium. Being a member of the Board of Directors, provides an opportunity to help guide the organization by recommending policy, planning and participating in membership training meetings as well as other CODESP activities.

Being on the Board requires an attendance commitment. There is no financial reimbursement by CODESP for travel. There are a minimum of six meetings of the Board of Directors per year held at the CODESP office in Huntington Beach. The meetings are typically scheduled on the first Friday in August, October, December, February, April (usually mid-month) and June, beginning at 10:00 a.m. Transportation to and from either the Long Beach or Orange County airports will be provided and we encourage members from outside Southern California to run for office.

DEFINITION OF AN APPLICANT

Make sure the following four criteria are met:

1. The individual submits an expression of interest in employment through the Internet or related electronic data technologies.
2. The agency considers the individual for employment in a particular position.
3. The individual's expression of interest indicates the individual possesses the basic qualifications for the position.
4. The individual at no point in the selection process prior to receiving an offer of employment from the district, removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position.

EMPLOYMENT RIGHTS OF UNIFORMED SERVICE MEMBERS

On October 12, 1994, the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA became law, ushering in new expanded rights for employees who served in the Armed Forces and sought to return to their old job after they completed their military service. USERRA provides a blueprint for how HR managers seek to support the men and women of the US military.

The USERRA prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.

The law applies to persons who perform duty, voluntarily or involuntarily, in the uniformed services, which include the US Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, as well as the reserve components of each of these services. It also applies to service in the Army National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.



CODESP

Cooperative Organization for the Development of Employee Selection Procedures
20422 Beach Blvd. Suite 310 Huntington Beach, CA 92648 Email: tests@codesp.com

INTENT TO CONTINUE MEMBERSHIP

(Prospective members go to codesp.com and click on [New Member District Registration](#))

2008 – 2009

This information is vital so that we can effectively plan membership training programs and test development services and continue to provide your district with low-cost quality services. Place a check in front of the appropriate response and do not forget to include your **district name**. Print this page, complete the information and fax it as soon as possible. To email attach go to Resources\Membership Documents\Intent to Continue Membership. Verify that your business office has our Huntington Beach office address and that the membership check will be written out to **CODESP**.

District name: _____

____ **YES**, we plan to continue membership in CODESP for the 2008 - 2009 program year beginning July 1, 2008. We will submit the invoice, which is available on CODESP's website under **Resources-Membership Documents-Invoice 2008-2009** to our business office for payment. 2008 Mid-Year Members are contractually obligated to rejoin CODESP for a full year for 2008 - 2009.

____ We will **NOT** be renewing our membership with CODESP for 2008 – 2009.

Reason for not rejoining: _____

Print Name: _____

Title: _____

Email Address: _____ **Phone:** _____

PLEASE FAX to (714) 374 – 8225

Since 1973, the Cooperative Organization for the Development of Employee Selection Procedures, **CODESP**, has provided California and Nevada public school and college districts with low-cost quality selection materials, training, information, and job analysis tools needed to recruit and hire qualified classified employees. **CODESP** is a self-supporting consortium which was formed to exclusively serve school and college districts.

SELECTION BASICS 2008 SCHEDULE

For more information and to register go to [Training](#) at www.codesp.com

March 18 - Ventura COE

Selection Planning

March 19 - Mt. Diablo USD - Concord

Interviews

April 2 - Morgan Hill USD

Multiple Choice Tests/Interviews (2 sessions in one day training)

April 7 - Vista USD

Multiple Choice Tests

April 22 - Ventura USD

Interviews

April 23 - Garden Grove USD

Multiple Choice Tests

April 29 - Fresno COE

Interpreting Test Results

April 30 - Placer UHSD - Auburn

Interviews

May 5 - Hayward USD

Interpreting Test Results

May 14 - Centinela Valley UHSD - Lawndale

Interpreting Test Results

May 29 - San Dieguito UHSD - Encinitas

Interpreting Test Results

**The trainings listed above are open to CODESP members only.
A Multiple Choice class will be added to the Sacramento area soon.**

Training classes will be open to the public on:

April 15 - Chaffey Joint UHSD

May 29 - Bay Area

June 12 - Redding

The topic will be FMLA and Military Leaves. Check the Training area (note name change from Events). Members log on to register - To cancel click on the blue hyperlink on your home page. Those without log in names click on the workshop and complete the form.

WRIPAC TRAINING

April 16, 2008

**Pre-Meeting Training Session:
Developing and Administering Structured
Interviews**

April 17 - 18 WRIPAC Meeting

NAPA VALLEY MARRIOTT HOTEL AND SPA

3425 Solano Ave. Napa, CA

Tel: (707) 253-8600 (ask for \$149.00 WRIPAC rate)*

To Register and for more info go to www.wripac.org

***Make your hotel reservations soon to get the WRIPAC rate**

Personnel Commissioners Association for Southern California and San Diego

Spring Conference - Irvine, CA

April 25-26, 2008

Registration Deadline: April 16, 2008

Conference Website: [http://www.pcasc.us/rsvp
online_springconference.asp](http://www.pcasc.us/rsvp_online_springconference.asp)

Contact Information: secretary@pcasc.us 323-887-7900 ext. 2248

MERIT ACADEMY

A Merit Academy session will be offered in Northern California again this year. It will be held at Hayward USD on the following dates: April 18 & 19, May 30 & 31, and June 1. Note that these are two Fridays and Saturdays, with one Sunday morning. A flyer and application are available at www.meritsystem.org

JOB OPENINGS

VISTA USD

Director, Classified Human Resources

\$84,480 - \$110,382 (DOQ) Apply by: 3/28/2008