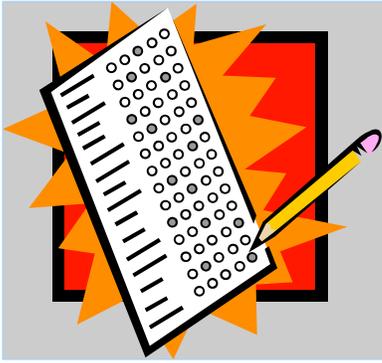


April 2008



CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

JOB ANALYSIS - BUILDER UPDATE

New questionnaires have been added to the Job Descriptions area of the website (only available to logged in members). The newest questionnaires can be used for the Information Technology and Grounds job families. If you would like other job families added, contact us. The questionnaires are editable and should be customized per individual district needs.

Once the tasks and KSA/competencies have been established through consensus among job analysis questionnaires and SME review, they can easily be transferred into the online automated Job Description Builder. CODESP's job analysis methods can assist districts in meeting the requirements set forth in the *Uniform Guidelines*. Because the job description is often used to determine which areas are included in assessment tools, conducting a job analysis prior to completing a job description is vital.

To gain a head-start on the job analysis process and the completion of the CODESP Job Analysis, open the information provided for the position in the Job Description/Builder area of the CODESP website. Click on the Job Family and then the closest position title to the one you are analyzing. Review the sample posted pre-populated tasks, KSAs and the competencies from the online Competency Dictionary. This will provide an easy method for SMEs to select from job information needed to complete the appropriate areas of the questionnaire. Tasks and KSAs not listed can also be added to the questionnaire. Pre-populated samples can also be edited per SME input. By presenting information to SMEs in a checklist format, the process of verifying which tasks and minimum qualifications are critical to successful job performance will progress more efficiently. Remember that any KSA/competency selected for the job analysis should be linked to a task. This is crucial in order to make sure that the minimum qualifications are job-related and not inflated. For more information as to why it is necessary to conduct a job analysis, please see the *Uniform Guidelines* as well as the *Legal Defensibility* article on page 5.

If your district has used the Job Analysis Questionnaire or the Job Description Builder, please share the completed questionnaires (minus employee identification information) as well as a copy of the final Job Description product with us at CODESP. The information/feedback members provide will be used to add to the growing list of KSAs/tasks in the current database and will make the forms and process easier to use for all members in the future.

CODESP BOARD ELECTION BALLOTS

Member districts will be receiving a ballot soon. Please take the time to complete the ballot and return it to the CODESP Board Election Committee chairperson as directed. Election results will be announced after the June 6, 2008 Board meeting.

CODESP

Please complete and fax to CODESP

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

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

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/Multiple Choice (all day class)

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 FREE & open to CODESP members only.

FMLA & MILITARY LEAVES

FREE Workshop is from 10 - 12 noon & also *open to non-members*

May 16 - Escondido ESD

May 29 - Fairfield-Suisun USD

June 12 - Enterprise ESD (Redding)

REGISTRATION INSTRUCTIONS: Check the Training area of the website for details. Members log on to register - To cancel, click on the [blue hyperlink](#) on your CODESP home page. Those without log in names click on the workshop and complete the form.

IPMAAC CONFERENCE

JUNE 8 - 11 OAKLAND MARRIOTT CITY CENTER

<http://www.ipmaac.org/>

IPMAAC (the IPMA-HR Assessment Council) is an organization of applied HR selection & assessment professionals with more than 600 members actively engaged in practice, research, and training to meet the needs of both public and private organizations.

Personnel Commissioners Association for Southern California and San Diego

Spring Conference - Irvine, CA

April 25-26, 2008

Registration Deadline: April 16, 2008 (please signup ASAP)

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 SYSTEM ACADEMY

The Merit System Academy is an educational program designed for new and aspiring merit system Directors, Personnel Commissioners, and others interested in the workings of a merit system.

The Northern California Merit Academy session will be held at Hayward USD on the following dates: April 18 & 19, May 30 & 31, and June 1, 2008. Participants can make up classes from other recent academy sessions during these dates. Note that these are two Fridays and Saturdays, with one Sunday morning. A flyer and application are available at www.meritsystem.org

The next Merit Academy will be held in Fountain Valley beginning August 23 and running through December 6, 2008. Check the website often for updates and exact dates of meetings.

HOW DOES CODESP MEMBERSHIP SAVE DISTRICTS MONEY?

CODESP's testing, training and human resource information services eliminate the need for districts to buy costly tests or to hire expensive consultants to develop and produce employee selection materials. As a member, a school or college district can maximize its staff resources by using our CODESP Automated Test System (CATS). The online bank includes multiple choice questions, which were developed to test applicants on their job knowledge in a variety of subject areas by the level of difficulty required. Interviews and other test material formats are also available.

Administering job-related tests can improve the workforce quality by enhancing the accuracy of a district's recruitment, testing, and selection processes. When the best qualified candidates are hired, turnover costs are reduced and the caliber of employees increases. Job-related tests help determine whether a candidate is truly capable of performing the essential functions of the job when a fair and standardized selection process is followed.

Membership fees are \$1,750/year for unlimited access to test materials.

LEGAL DEFENSIBILITY

Districts are responsible for developing and implementing valid and fair employment practices. They must work within the constraints of a variety of legal and policy requirements, including the *Uniform Guidelines on Employee Selection Procedures*. CODESP can assist districts in this important process by providing job analysis tools and a variety of test materials that can be customized for districts per local validation data collected through job analysis.

Although validity generalization has gained popularity as a rationale for utilizing various assessment tests across regions and job families, it has increasingly become targeted by the EEOC and OFCCP due to the fact that it may result in yielding sporadic or low job performance prediction as well as adverse impact. The Civil Rights Act states that employment testing practices must be "job related for the position in question and consistent with business necessity". The *Uniform Guidelines* state that a selection procedure found to be valid in a certain situation may not be valid for other jobs or other locations. Small differences existing in work behaviors, minimum qualifications, and applicant pools between jobs or locations can easily create situations where tests are not valid or result in adverse impact. In order for a district to demonstrate that a test, which has been proven valid elsewhere is also valid in the current situation, the district will need to conduct a local job analysis documenting how the position is sufficiently similar to the position that the test has been used for previously. CODESP's job analysis tools provide valuable assistance to districts so that they can complete this essential process.