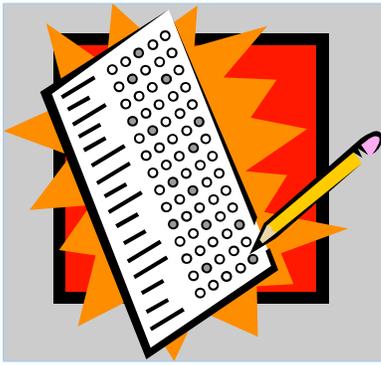


June - July 2008



CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

CONGRATULATIONS!

Certificate recipients of CODESP's first **Selection Basics** training series:

Laura Adkins	Fresno COE	LaShon Rayford	Culver City USD
Sandra Ambris	Stanislaus COE	Carla Rayon	El Centro ESD
BethAnn Arko	Garden Grove USD	Romell Renner	Ventura County CCD
Kathryn Baker	Natomas USD	Donna Rhodes	Natomas USD
Carol Bayack	Garden Grove USD	Darlene Rodriguez	Oceanside USD
Vickie Bratcher	Pleasant Valley SD	Pilar Romero	Pleasant Valley SD
Omega Brewer	Natomas USD	Vicki Roth	Sanger USD
Kathy Brown	Lompoc USD	Lue Scott	Stanislaus COE
Chris Bullard	Oceanside USD	Terri Shiner	William S. Hart UHSD
Cynthia Carrillo	Lompoc USD	Sue Sotelo	West Covina USD
Sylvia Castillo	Ocean View SD	Mary Thompson	Paramount USD
Amy Chou	Alhambra USD	Arturo Yepez	Torrance USD
Patricia Collins	Chawanakee Joint USD	Julie Younan	Santa Monica-Malibu USD
Shelley Durieux	Anaheim UHSD	Pauline Young	Los Banos USD
Marilee Estioco	Culver City USD	Farsiar Zandian	Lynwood USD
Robin Fox	State Center CCD		
Sheri Fuentes	Romoland SD		
Martha Garcia	Ocean View SD		
Maria Gomez	Culver City USD		
Marissa Gonzales	Ventura USD		
Belen Gonzales	State Center CCD		
Charlotte Graham	Lompoc USD		
Martha Haas	Oceanside USD		
Kathy Hamilton	Romoland SD		
Susan Hendrickson	Oxnard SD		
Rosa Hensley	Simi Valley USD		
Rhonda Jimenez	Riverside COE		
Nancy Kast	State Center CCD		
Janice Kearney	Menifee Union SD		
Hope Lucero	Sanger USD		
Carol Magno	Conejo Valley USD		
Candice Ortiz	El Centro ESD		
David Paharik	Simi Valley USD		
Robert Pflingsthorn	Long Beach USD		
Susan Phillips	Downey USD		
Marie Ragazzo	Anaheim UHSD		

Training classes included:

- Selection Planning
- Multiple Choice Tests
- Interviews
- Interpreting Test Results

To earn a certificate these CODESP members attended all four FREE half-day classes held throughout the state.

We would like to thank the many districts who assisted us by providing meeting rooms, snacks and their hospitality. CODESP's regional training meetings provide valuable opportunities for participants to learn new skills and to share their knowledge and experiences with other consortium members. CODESP will provide a more advanced series of human resource related training topics in the fall. Special speakers and topics, such as the current FMLA class, will also be included in next fall's program schedule.

CODESP HANDBOOK

The CODESP Employee Selection Procedures Handbook will be posted this week under Resources. It is a very large document so it has been broken down by chapter. It is only available to CODESP Members. Chapters include:

- Legal and Technical Aspects of Selection
- Recruitment and Job Announcements
- Job Analysis, Classification Studies and Test Validation
- Selection Planning
- Supplemental Application Forms
- Multiple Choice Tests
- Multiple Choice Test Generation Using CATS
- Interviews
- Performance Tests
- Other Testing Techniques
- Cut-Off Scores
- Interpreting Test Results
- Job Description Builder Website Tools
- Overview of CODESP Website

The Handbook also contains several appendices that provide samples of CODESP products or further clarification on assessment measurement methods, rules, codes and regulations.

NEW M/C TEST MATERIALS AVAILABLE

CODESP frequently develops new test materials in a variety of formats and subject areas by request or to replace old materials. Members submit a CATS Request Form online and are sent items through their password protected CATS site. If they are not adequate, a Send Back can be submitted and different materials will be sent. If the items requested are not available in our database, we may be able to develop new ones. We only request extra time and subject matter expert assistance to assist us.

New additions to the database include items and figures covering Microsoft Outlook. Additional items have been added to the Purchasing item bank specific to contracts and to the Telephone item bank regarding protocol. Multiple choice items have been also added to the Clerical item bank in the areas of alphabetical and chronological filing, and email protocol. We also have new Information Technology items specific to Window XP, Servers, and Macs. New items have also been added to the Custodial and Science item banks.

In an effort to help you fill positions that require working with older students we are also working on the release of a new item bank called Student Relations. This item bank will be similar to the Child Care bank, but will be particularly useful at the high school and community college level.

CODESP BOARD OF DIRECTORS

Congratulations to our newly elected Board of Directors! Pat Maher-Bassett USD, Marina Mihalevsky-Conejo Valley USD, and Michael Arnoldus-Ventura CCD.

We sadly say goodbye to our President and long time Board member, Bob Lee-Ocean View SD who has served us so well and with great care. We also say goodbye to Board member Lisa Gardner-Charter Oak USD who helped guide us through our rapid growth era. We will miss you both!

FAMILY MEDICAL LEAVE ACT

FREE CODESP Workshop Open to non-members

July 22 - Enterprise ESD (Redding) 10 - 12:30

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.

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

WRIPAC

The Fall WRIPAC meeting will be held in Sparks, Nevada, October 1 - 3. The pre-meeting training topic is Workforce Planning. A special Job Analysis training course will be offered August 21-22 in Yolo County. Check the website for more information. www.wripac.org

SPCA/NC Annual Conference

October 10-12, 2008 - San Jose-Crowne Plaza

www.meritsystem.org

CODESP MEMBERS WHO HOSTED SPRING 2008 TRAINING

Carlsbad USD
Centinela Valley UHSD
Chaffey Joint UHSD
Enterprise ESD
Escondido Union SD
Fairfield-Suisun USD
Fresno COE
Garden Grove USD
Hayward USD
Huntington Beach UHSD

La-Mesa Spring Valley SD
Morgan Hill USD
Mt. Diablo USD
Natomas USD
Newport-Mesa USD
Perris ESD
Placer UHSD
Pleasant Valley SD
Sacramento COE

San Bernardino City USD
San Dieguito UHSD
Sonoma COE
State Center CCD
Ventura COE*
Ventura USD
Vista USD

THANK YOU!

CODESP

Please complete and fax to CODESP

INTENT TO CONTINUE MEMBERSHIP

ATTENTION MEMBERS: If an Intent has not been received by July 1, access to the CODESP website will be denied. A check or PO is NOT required to maintain access at this time, only the Intent below. Payment is required by September 30, 2008.

(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 or fax to 714-374-8225. 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 & Ext:** _____

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.

JOB OPENINGS

SAN BERNARDINO CITY USD

Executive Director of Classified Personnel And Personnel Commission

Salary Range: Negotiable

Closing Date: 4:00 P.M., August 1, 2008

Human Resources

Assistant Classified Director

Salary Range: \$390.42—\$474.56 Daily Rate

(Based upon 228 work days per year)

Closing Date: 4:00 P.M., August 6, 2008

Human Resources Officer II

Salary Range: \$303.12—368.14 Daily Rate

(Based upon 228 work days per year)

Closing Date: 4:00 P.M., August 6, 2008