

## CODESP Services: New and Reformatted

By Executive Director Marianne Tonjes

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To access test materials and other secure areas of the CODESP website you must be a **logged in** member.

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CODESP is excited to unveil our new website format! We have also announced some new services and reformatted some existing ones.

Most of the changes to the website are cosmetic and existing members should have no trouble navigating the site. To view test materials or the Job Description Builder, you must be a member, and you must be logged in. Visitors who are not logged in do not have access to all of the website products and services.

**Products:** Visitors can learn more about CODESP by clicking on **Products** from the site's page-top toolbar. The subheadings on this page are hyperlinks which take visitors to more detailed lists or further information. The first heading contains an **Informational Brochure** which summarizes the products and services available to members.

**Links:** This area of the site provides website hyperlinks on a variety of HR related topics, including Test-Taking Practice sites. To view the complete list of **Links**, visitors must be logged in members.

**Resources:** Interviews, Performance Tests, Supplemental Application Forms, and Writing Exercises, etc. are **ONLY** available to logged in members. The documents are in Word format so that they can be edited and printed from customers' desktops. Other HR resources are available in this area, including information on Test Preparation, Job Analysis, NCLB, Selection Planning and Tutorials for CATS and Test -Taking Skills.

**Training:** CODESP provides no-cost training to member districts, including a *Selection Academy*. Other free training is offered to non-member districts throughout the state on a variety of employee selection and HR related topics. A list of training opportunities and registration information is located in this area of the site (see page 5 for upcoming training).

### Members Only Products/Services: Viewable in Left Frame After Log In

The graphic on the left is the view of the website sidebar available after logging in. Members can make changes to their profiles under **My Profile**, including changing their password. If they are the **CODESP District Contact**, they can **Add/Edit Profiles**, including making employees *Inactive*.

**Membership:** The **Member Directory** provides access to other CODESP member district information. Changes in district information can be made under **Edit District Profile**.

**CATS:** The CODESP Automated Test System (see pages 3 - 4).

**Job Descriptions:** This area contains the Job Analysis **Questionnaires**, which can assist member districts in reviewing positions and updating and developing job descriptions with the online **Builder** (see next page for more information).

## Job Analysis Questionnaires and Job Description Builder

The CODESP Job Analysis Questionnaire is a valuable HR tool used to gather job information such as knowledge, skills and abilities (KSAs), competencies, minimum qualifications, physical, mental and working conditions. 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.

The 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 need to be made regarding ADA accommodation, Workers' Compensation return-to-work and fitness-for-duty examinations. Glossaries offer further explanation to complete these sections.

Sample tasks, and KSAs are listed by job family and generic job title in the Builder. These samples can be used to assist individuals in completing the Questionnaires. To get started, simply enter or copy and paste tasks and KSAs that relate to the position onto the Job Analysis Questionnaire and work with Subject Matter Experts (SMEs) to make sure the job information captures the work performed on the job. These choices do not represent an exhaustive list of possibilities and may not apply to every district, but were developed by CODESP through research of existing school district job description information. They provide a good starting point when meeting with SMEs. Once the CODESP Job Analysis Questionnaire has been completed, the data can be entered into the copyrighted CODESP Job Description Builder located on the CODESP website. This online tool was created specifically for school district use and contains checklists and pre-populated choices by generic job title and job family. District specific data or current job description information can be added to the Builder in each category. The CODESP Job Analysis Questionnaires and Job Description Builder are only available to CODESP members after logging in to the secure area of the site. There is no extra cost to members for this service.

### Edited Versions of the Job Analysis Questionnaire

The Questionnaire located on the website can be saved on district computers to be modified to fit any school district job family. The complete questionnaire contains data for almost every job family. Most SMEs would consider completing such a long document too time consuming so CODESP has added pre-edited versions of the Job Analysis Questionnaire by job family. Questionnaires are available for the Custodial, Grounds, Clerical, and Instructional Technology Job Families. In addition, there are questionnaires available specific to Instructional Aides and for Credentialed positions.

### New Questionnaire Feature

The Questionnaires have been newly formatted so that they can be filled out easily by computer. Simply click on a checkbox or type in the gray area in order to complete the form. They can be edited by eliminating choices/sections that are not required in the job family and classification being analyzed.

### Transfer Job Analysis Data to the CODESP Job Description Builder

Once the data is agreed upon and finalized, it can be entered into the CODESP Job Description Builder on the CODESP website by selecting the choices offered or by entering district specific information. Pre-populated choices can be edited after the description is generated, and/or existing information from a district's current job description can be copied and pasted into the editable version of the description which is generated during the final step of the process.

### Save and Print the Job Description

The final Job Description produced by the Builder is 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 users work stations.

## Spanish Translation Test Materials

The Spanish language is spread throughout the world which has resulted in each region developing their particular variations. For example, the Spanish used in Mexico is somewhat different from that spoken in Spain. The Spanish used in Argentina is not exactly the same as that used in Puerto Rico, and so on.

Spanish is spoken in all areas of the United States and each community has also developed its variation of the language. During the test development process we have enlisted the assistance of several subject matter experts (SMEs), typically district Translators. They do not always agree with each other during the translation process. Our test materials are therefore based on agreement by the majority of the SMEs.

Since not all SMEs agree, we **STRONGLY** suggest that each district review the Spanish test materials sent to them with their own SMEs prior to using. Reviewing the material at the local level is necessary to ensure that the test materials will better match the majority of applicants from your district's target group of applicants.

We have recently re-evaluated our Spanish test items with over ten SMEs and our new/revised test materials will be available soon. As always, the final choice of test questions is the district's responsibility.

## Desktop Item Analysis

This **NEW** feature allows members the ability to scan and upload answer sheets to their CATS website to produce scoring and item analysis reports directly from their desktop.

To use this feature the member district will need:

1. Compatible Scantron forms (see the list of forms in the Tutorial)
2. Scantron machine which can read the compatible forms
3. ScanBook software\*

To purchase the necessary forms, machine and software, contact Scantron at: [www.scantron.com](http://www.scantron.com) or call Karen Murray directly at 1- 800-722-6876 ext. 7488 and tell her you are a CODESP member.

\*Although we are working on adding QuickScore and possibly other software program capabilities, at the current time our system will work only with ScanBook software. Members that have QuickScore currently can produce Item Analysis for their individual tests, but will not yet be able to upload the data to our site so that we can aggregate it. This feature is currently only available if districts send us the answer sheets directly. We hope to have other software compatibility and the ability to aggregate the item statistical data gathered from desktop analysis of those participating districts soon.

If members have the necessary forms, software and scanner, this new feature can be accessed for use by logging in and going to the left frame of the website under **CATS**. Click on **Score a Test**. Tests can be scored only if the tests were produced in the CATS Test Generator and are stored in the **CATS Test Library**. A tutorial has been posted under **Resources/Tutorials CATS Website/Item Analysis-ScanBook** to assist you in the process.



We hope that this new feature will help your district document and improve your testing process. Remember low numbers of test-takers will not provide reliable test statistics, and the method used to screen applicants prior to the testing process will also affect item analysis results.

For more information on interpreting the reports, refer to the PowerPoint presentation under **Resources / CODESP Training - Power Point Presentations / Selection Basics 2007-2008 / Interpreting Test Results**.

## Online Test Materials

Continued From Page 1

### CATS Request Form

#### I. Job Title

Enter the job title in the box below. Copy and paste your job description into the Special Comments or Instructions section below.

#### II. Selection Materials

	Date Needed	
	Please allow 7 business days from request date.	
Multiple Choice Test Items	<input type="text"/>	<input type="text"/>
Custom Supplemental Application Form	<input type="text"/>	<input type="text"/>
Custom Interview Questions	<input type="text"/>	<input type="text"/>
Custom Performance Examination (explain below)	<input type="text"/>	<input type="text"/>
Custom In-Basket Assessment (explain below)	<input type="text"/>	<input type="text"/>
Custom Writing Sample (explain below)	<input type="text"/>	<input type="text"/>

#### Special Comments or Instructions

State position description here.

The graphic on the left shows the **CATS Request Form**. Members order Selection Materials using this form. The job description can be pasted into the **Special Comments or Instructions** area to provide CODESP staff with the classification's minimum qualifications. This information is used to determine which items from the item bank are sent to customers. Typically 150-200 items are sent to members through the secure online CATS system so that they can select questions they want to include on their test. If they need additional/different items, they can use the **Send Back** option to obtain more. The final test can be generated and printed directly from users' desktops.

Custom Supplemental Application forms, Interviews, Performance Exercises, In-Basket Assessments or Writing Exercises can be ordered using this form also. Samples listed by job family and generic job title can also be found under **Resources** (see graphic below). There are hundreds to choose from and the documents can be saved in Word format for editing purposes.

## Resources - Test Materials

[Home](#) | [About](#) | [Products](#) | [Links](#) | [Resources](#) | [Newsletters](#) | [Training](#) | [Contact](#)

[INTERVIEW DEVELOPMENT AND INTERVIEWER INSTRUCTIONS](#)

[INTERVIEWS](#)

[SUPPLEMENTAL APPLICATION FORMS](#)

[WRITING EXERCISES](#)

[PERFORMANCE EXERCISES](#)

[IN-BASKETS](#)

## Links

**Links** are listed alphabetically by Category. Members who are logged in view a much larger list of **Links**. Categories include ADA, Affirmative Action, Associations, Attorney, Bill Find, CA Exit Exam, CA Information about the State, Compensation (surveys), Consultants, Dictionary, Education Code, Employee Associations, Family Medical Leave Act, HR General Information, Job Analysis, Job Descriptions, Government Agencies, Government Regulations, Job Postings, NCLB, Special Education, Technology, Test Development, Test Preparation, Translation, Tutorials (Word, Excel), and Veterans Info, etc.

Visitors can access the **Test-Taking Practice** area on the **Links** page including the **Instructional Aide\NCLB Practice for CODESP Test** and other test preparation and study materials. Log in is not necessary for the test preparation and practice sites.

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*Supplemental Applications, Interviews, Writing Exercises, Performance Exercises and In-Baskets are posted under **Resources** after logging in. Members can order multiple choice test questions and custom test materials by completing the **CATS Request Form**.*

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### CODESP

20422 Beach Blvd.  
Suite 310  
Huntington Beach, CA 92648

**Phone:** 714-374-8644

**Fax:** 714-374-8225

**E-mail:** tests@codesp.com

## CODESP Training - Register at [www.codesp.com/Training](http://www.codesp.com/Training)

Topic	Location	Date
Job Analysis / Recruitment, Assessment & Selection (full-day)	Calexico USD	12/02
Recruitment, Assessment & Selection	Riverside USD (Adult school)	12/04
Recruitment, Assessment & Selection	Anaheim UHSD	12/11

Coming 2009: CODESP online training for easier access to sessions.

## Other HR Training Opportunities:

### WRIPAC

**When: January 28 - 30, 2009**

**Where: Holiday Inn on the Bay - San Diego**

**Training: *Structured Interviews* - Full day Wednesday**

**Instructor: Mike Willihnganz**

**Meeting: Thursday and 1/2 day Friday (**FREE**)**

**For registration and more information visit:**

**[www.wripac.org](http://www.wripac.org)**

Western Region Intergovernmental Personnel Assessment Council

### CSPCA ANNUAL CONFERENCE

**February 5 - 8, 2009**

Handlery Hotel, San Diego, CA

***The Merit System:***

***Efficient Practices in a Climate of Limited Resources***

Speaker topics include (succession planning, recruiting, retention, supervisory training, legal law updates, etc.) which are highly relevant and applicable to HR professionals in any public agency or private-sector company. Membership in CSPCA is not required for attendance.

[www.meritsystem.org](http://www.meritsystem.org) or email: [clairejonaitis@vusd.k12.ca.us](mailto:clairejonaitis@vusd.k12.ca.us)