

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

March 2009

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### CODESP

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## Webinar Training is a Success!

The first webinar was March 12 with **Webinar Basics** and the reviews have been very favorable. A recording of this training session is now posted online for Members under Resources/Tutorials. This training class provides the basics of how to register and participate in a webinar. If you missed this training, let us know and we will provide you with assistance\*. We have uploaded the Basics webinar to our website under Resources/Tutorials/Webinars, and after each training webinar is completed, we will post them under Resources/CODESP Training Presentations: Power Point & Webinar.

Our regular training series returned with an **Advanced Interview** webinar for members only on Wednesday, March 18, at 9:00 a.m. A second session was held on Friday, March 20, at 9:00 a.m. Another session will be held **Thursday, March 26 at 9:00 a.m.** Advanced Interview training provides human resource personnel with an in-depth and applied training in interview question selection and development, rating scales, and scoring. Participants will learn best practices for developing rating scales and matching job needs to appropriate interview questions and techniques.

Invitations are sent out to all members through email and registration is required by clicking on the link provided.

Members who would like to attend this webinar, but cannot attend on March 26 should email [tests@codesp.com](mailto:tests@codesp.com) to express their interest. We will schedule additional sessions if there is demand. Non-members will be invited to some of the future meetings.

\*See page 3 for more information

## CODESP Customer Survey

On Monday, March 23 we will be sending out an online customer service survey through email notification to all of our members. Please designate one person to submit this easy to complete survey. This information is important to us as we use it when we plan new products and services and improve existing ones. If your district does not receive one, please contact us.

## Record High EEOC Job Bias Charges in 2008

A recent article on the HR Tools website reported that workplace discrimination charge filings with the US Equal Employment Opportunity Commission (EEOC) soared to an unprecedented level of 95,402 during Fiscal Year (FY) 2008 - a 15 percent increase from the prior year, the Federal agency announced March 11, 2009. The EEOC's fiscal year begins on October 1 and ends on September 30.

The article reported that FY 2008 data showed that all major categories of charge filings in the private sector (which includes charges filed against state and local governments) increased. Charges based on age and retaliation saw the largest annual increases, while allegations based on race, sex and retaliation continued as the most frequently filed charges.

The surge in charge filings may be due to multiple factors, including economic conditions, increased diversity and demographic shifts in the labor force, employees' greater awareness of the law, the EEOC's focus on systemic litigation, and changes to the EEOC's intake practices, the Federal agency advised.

In FY 2008, the EEOC filed 290 lawsuits, resolved 339 lawsuits, and resolved 81,081 private sector charges, according to the data. Through its combined enforcement, mediation and litigation programs, the EEOC recovered approximately \$376 million in monetary relief for thousands of discrimination victims and obtained significant remedial relief from employers to promote inclusive and discrimination-free workplaces.

"The EEOC has not seen an increase of this magnitude in charges filed for many years," said the Commission's Acting Chairman, Stuart J. Ishimaru. "While we do not know if it signifies a trend, it is clear that employment discrimination remains a persistent problem. The EEOC is committed to vigorously enforcing Federal laws prohibiting employment discrimination and will continue to invest in programs such as its systemic litigation program to maximize its effectiveness."

The FY 2008 enforcement and litigation statistics, which include trend data, are available on the EEOC's website at <http://www.eeoc.gov/stats/enforcement.html>.

[http://www.hrtools.com/news/alerts/eeoc\\_job\\_bias\\_charges\\_hit\\_record\\_high\\_in\\_fy\\_2008.aspx](http://www.hrtools.com/news/alerts/eeoc_job_bias_charges_hit_record_high_in_fy_2008.aspx)

## CODESP Board Election

Nominations are currently being collected and ballots will be sent out electronically in April. Please VOTE! Only one vote is allowed per paying member district and the person voting should be determined by the HR Administrator/Director. Being on the Board does require an attendance commitment, but this can now be fulfilled through webinar meetings. Board members no longer need to be physically present to be a member of the Board. There are a minimum of six meetings of the Board of Directors per year held at the CODESP office in Huntington Beach, but webinar participants can participate from their district office. The meetings are typically scheduled on Fridays in August, October, December, February, April and June, beginning at 9:30 a.m. Agendas will now be posted under Resources/CODESP Board of Directors.

## Webinar Training Basic Instructions

To better prepare for a webinar it is highly recommended that you watch the Webinar Basics instructional webinar posted online under Resources/Tutorials/ Webinars. Windows Media Player and speakers are required. It provides instructions to:

- register for a webinar training
- configure your audio set up
- use the webinar control panel
- ask questions during the webinar
- exit the webinar
- qualify for webinar training certification (full participation is required)

To join webinars, the following is necessary:

Computer Speakers, USB headset, or Telephone

PC-based attendees:

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees:

Required: Mac OS® X 10.4 (Tiger®) or newer

Internet with access to the following sites (check prior to webinar):

- <https://www2.gotomeeting.com>
- [www.gotomeetings.com](http://www.gotomeetings.com)
- [www.gotowebinar.com](http://www.gotowebinar.com)
- [www.joinwebinar.com](http://www.joinwebinar.com)

Please join 5-10 minutes prior to the meeting to ensure that your equipment is properly set up and to allow time to download free webinar software. To verbally participate, please join by phone.

## CODESP Membership Updates

Periodically CODESP Staff members audit membership information and CATS website users. If members have not logged in for an extended period of time they will be disabled from access to the secure areas of the website until access authorization is renewed by a district administrator. CODESP District Contacts should update the district's user list and district information regularly by logging in and following the links on the left side of their CODESP home page. Logging in is necessary to access the secure areas of the site.



# WRIPAC

**Burlingame, California**

May 6 - 8, 2009

**Location:** Crowne Plaza - San Francisco Airport (1.5 miles from hotel)  
1177 Airport Blvd. Burlingame, CA 94010  
Ask for wripac rate. Reserve by April 3, 2009 to obtain discount  
Hotel Website: [www.sfocp.com](http://www.sfocp.com)

**Training:** May 6, 2009

**Topic:** *Using the Internet to Effectively Attract and Screen the Right Applicants*

**Presenter:** Bryan Baldwin – Human Resource Mgr., CA Dept. of Justice

**Time:** 8:30 a.m. to 4:30 p.m.

**Fee:** \$125/members; \$150/non-member for full day training

**Meeting:** May 7 (full day) and May 8 (1/2 day)

**Fee:** FREE! There is no cost to attend WRIPAC meetings

**Website:** [www.wripac.org](http://www.wripac.org) for more information about WRIPAC and the training program. Speakers for the meeting will be posted online under the Meeting Agenda prior to the meeting date.

