

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

June - July 2009

INSIDE THIS ISSUE

- 1 Board Election Results
- 1 Clerical Practice Test
- 1 Intents to Rejoin
- 2 Boosting Employee Morale
- 3 Update Tests Online
- 3 CODESP Webinar
- 4-5 Job Postings
- 6 Conferences

CODESP Board of Director's Election

The results of the 2009-10 election were announced at the June CODESP Board of Directors meeting. Current Director Debby Wulff, Director of Classified Personnel from Poway USD was re-elected and Alicia Thier, Director of Classified Personnel, Human Resources Division, Escondido Union School District was newly elected. Congratulations to both of them!

Clerical Practice Test Available Online

Clerical applicants leery of coming into your district for testing can now get a feel for a CODESP clerical test online from the comfort of their own homes. Just like the Instructional Aide online practice test, the brief Clerical practice test contains a representative sample of items that would typically appear on a clerical exam. In order to refer applicants to this practice assessment and other areas for test practice, just send them to the CODESP website at www.codesp.com and have them click on **Links** and then scroll down to **Test-Taking Practice**. The clerical test is titled "**Test Taking Practice-Clerical Practice for CODESP Test.**" The practice Instructional Aide exam test is available in the same location and is titled "**Test Taking Practice-Instructional Aide \ Paraprofessional NCLB Practice for CODESP Test.**" Logging-in is not necessary to access the Links. Feel free to send your applicants here if they are in search of test preparation. Besides the CODESP practice tests, links to several other websites that post practice tests are listed.

CODESP

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WWW.CODESP.COM

Intents to Continue Membership Required by July 1

Continuing members must submit an **Intent to Continue Membership**, a Purchase Order or Check by July 1 to continue to receive services and to have access to the secure areas of the website. Membership paperwork is available from the CODESP website under **Resources / Membership Documents**.

Boosting Employee Morale

Many districts have suffered from layoffs and budget cuts. Given the state of the economy, you may think that employees will remain motivated to work hard in order to ensure a paycheck. However, many employees who have survived a lay-off are experiencing the stress caused by an increased work load from decreased staff and may be feeling "survivors guilt." These are the perfect conditions for low employee morale. According to research, low employee morale may cause increased absenteeism, turnover, non-productive time, anxiety and stress, injuries and accidents, problems retaining your best employees and decreased productivity. It is also important to keep in mind that economic down turns and employment litigation spikes go hand in hand. EEOC complaints went up 15% in 2008. More specifically, age discrimination claims have gone up by 29%, retaliation claims by 23%, sex discrimination claims by 14% and racial discrimination by 11% (Barrero, N., Alvarez F., & Exelrod, A., Recession Proof HR).

During these uncertain times, some reduce communication to shield employees from "bad news" and to appear calm and provide some security. However, fostering an environment of open communication is one of the most recommended strategies for boosting employee morale. According to Robyn Heinz, a Human Resources consultant, effective communication can help mitigate gossip and ease the fear of the unknown. Communicating face to face is more important and personal than distributing information in writing. In addition to open communication, other strategies for increasing employee morale include keeping employees involved, establishing employee recognition programs, offering training opportunities and cultivating trust.

According to the Economic Outlook Survey given by CODESP in May, 2009, School and College Districts have taken the following actions in efforts to boost employee morale:

1. Offered flex hours
2. Maintained employee recognition awards (these may be open to nominations by staff, students, parents, and community members)
3. Hosted an employee recognition dinner
4. Hosted an employee ice cream social and BBQ
5. Provided updated budget information and asked employees for suggestions on how to make budget cuts
6. Scheduled regular information meetings with the Superintendent open to all employees, keeping them informed of the decision-making & helping anticipate personal impact
7. Offered more training
8. Provided free staff development workshops through partnerships with other agencies.
9. Paid staff to participate in charity events.
10. Maintained open and regular communication
11. Created and celebrated classified employees' day
12. Distributed a district morale survey
13. Engaged in team building exercises

Keeping existing employees engaged is important along with helping those that have, or will be laid off. Many districts are providing resources to those that are laid off by providing them with information to assist them in finding other jobs. An example of a district providing these services can be found through this link: <http://www.teachinla.com/assistance/> CODESP has resources available to the public under www.codesp.com Links / Job Resources – Public and Job Resources – Private.

Time to Update Your Tests

Has it been awhile since you have used a test for a certain position? CODESP revises items on a continuous basis, but that doesn't necessarily mean the revised items will appear on your test. Although it is always recommended that agencies keep a hard copy of the original test that was administered under lock and key, updating tests periodically is a good practice.

In order to make sure that your test items are current, log in to www.codesp.com and go into the online test generator by selecting **Create a Test**. The test generator saves the last test items chosen (those with checkmarks in the right column). To regenerate the test, click on the packet used last and click on **Create Test**. Continue through the print process. By re-creating the test, your test will automatically be refreshed to include all the updates we have made to test items since it was last generated. The test will then be stored in your **Test Library**. We revise items based on item analysis or update them as needed. If you have any questions about regenerating a test, please give us a call.

CODESP Webinars

CODESP Products and Services

July 7, 9 and 14
9:00 -10:00 a.m.

This webinar is aimed at members and non-members who are not familiar with, or want to learn more about CODESP's Products and Services. Information regarding our online products, which are accessible and customizable directly from customer's desktops, and other services will be included. Invite HR staff members and your Board and Commission members to attend as well. Register at www.codesp.com under Training.

Job Postings

DIRECTOR OF HUMAN RESOURCES	
(Certificated & Classified – Combined Departments)	
	Pleasant Valley School District 600 Temple Avenue Camarillo, CA 93010 Salary Range: \$91,332 - \$111,024
	Apply by: July 17, 2009 Contact: Richard Ide, Dir. Classified HR (805) 445-8647
Download application/supplemental questionnaire www.pvsd.k12.ca.us	

**Director Human Resources, Classified
Huntington Beach Union High School District**

Closing Date July 24, 2009

\$120,768 to \$136,164

Application and further information available on www.edjoin.org

**Director of Classified Personnel
Hayward Unified School District**

Closing Date: Sun. 07/12/09 11:59 PM

\$110,282 - \$132,825

http://husd.k12.ca.us/index.php?option=com_weblinks&catid=23&Itemid=240

**Director, Classified Human Resources
Oxnard Elementary School District**

Closing Date: Fri. 07/10/09 5:00 PM

\$100,502 - \$119,404

<http://agency.governmentjobs.com/oxnard/default.cfm>

**Chief, Personnel Commission (Personnel Director)
Inglewood Unified School District**

Closing Date: July 31, 2009

\$8165-\$9925/mo or \$8791-\$10,685/mo, depending in part on job qualifications of applicant
agency.governmentjobs.com/cspca

**State Personnel Commissioner's Association
Northern California Conference
Friday, October 9th though Sunday October 11th 2009**

Embassy Suites Hotel South Lake Tahoe

<http://sigtour.com/embassy/lt/tiffany.html>

"Strength – Optimism – Sustainability"

Planned Workshops:

- **Building a Model Merit System Program to Meet Today's Organizational Realities**
- **Classified Layoff Clinic: Legal Requirements, Processes, Displacements, Rehire Lists, Transfers (Tucker Decision)**
- **Legislative/Legal Update – Federal and State Laws and Court Cases We Should Know About**
- **Screening Applicants to Improve Hiring Efficiency**

The hotel provides full complimentary cooked-to-order breakfasts each day, and complimentary beverages and snacks each evening, in pleasant surroundings ideal for socializing. The rooms are spacious, and self parking is free. Registration forms will be sent to directors and commissioners in early July, and posted on the various association web sites including www.meritsystem.org.

WRIPAC

Western Regional Intergovernmental Personnel Assessment Council

Long Beach, California

September 30 - October 2, 2009

30th Anniversary Celebration!

Location: **Renaissance Long Beach Hotel**

Ask for wripac rate. Reserve by September 10, 2009 to obtain discount

Hotel Website: <http://www.marriott.com/hotels/travel/lgbrn-renaissance-long-beach-hotel/>

Training: September 30, 2009

Topic: **Pass Point Setting**

Presenter: Shelley Langan, CPS, IPMA-CP

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

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

Meeting: Oct 1 (full day) and Oct 2 (1/2 day)

Speakers: Speakers for the meeting will be posted online under the [Meeting Agenda](#) prior to the meeting date.

Networking: Thursday evening - 30th Anniversary Celebration!

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

Registration: www.wripac.org

Training Course: Pass points signify the most basic of decision points in a procedure. Pass points on employment tests are most frequently used to differentiate among those individuals who demonstrate possession of job-related qualifications and those do not. This course will include discussion on the legal requirements of pass point setting, the intended and inadvertent use of pass points, and the background rationale of pass point setting. Participants will be introduced to the many considerations in setting effective pass points with an emphasis on the following:

- Job-relatedness
- Legal defensibility
- Adverse impact
- Utility of sound pass point setting practices

Through the use of hands-on activities and discussion, participants will be provided with a practical process and methodology for sound, legally defensible pass points.

