

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

August 2009

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CODESP

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ONLINE TESTING AVAILABLE THIS FALL

Free with
2009-2010 Fees!
No Per Candidate
Charges
Instant Scoring and
Item Analysis
See Page 2

Train HR Staff with the CODESP Handbook

Because of economic conditions, strategies for engaging employees and increasing commitment have become more important. Research shows that offering training opportunities increases employee commitment. The comprehensive CODESP Employee Selection Procedures Handbook is excellent for training HR staff. To access it, log in and go to Resources on our website and click on **CODESP HANDBOOK ON EMPLOYEE SELECTION PROCEDURES**.

Avoid Unintentional Discrimination

The United States of America and Vulcan Society, Inc. v. City of New York is a federal class action lawsuit charging the New York City Fire Department (FDNY) with racially discriminatory hiring practices. On July 22, 2009, U.S. District Judge Nicholas G. Garaufis stated that the FDNY examination violated Title VII of the Civil Rights Act of 1964. The written exam had no relationship to skills necessary to be a good firefighter. Based on the case's findings, the following are some measures you can take to reduce unintentional discrimination:

- Take measures to ensure test reliability
- Make sure the test's reading level is appropriate
- Test for KSAs or competencies needed upon entry
- Use test materials created by trained test developers
- Ensure the test measures what it intends to measure
- Do not use arbitrary pass/fail scores

Future Webinar Topics

Classification Roundtable: This roundtable style webinar will focus on using job analysis results to establish and communicate classification plans. We need volunteers with job analysis and classification experience to participate. Contact CODESP to volunteer or to nominate someone.

Creating and Proctoring Online Tests: Members will be equipped to use the upcoming CODESP Online Testing services.

Dates and times will be announced soon.

Online Testing Available Soon!

According to the May 2009 Customer Survey, the most popular request for services was online testing. We are excited to announce that online testing will be **available to members this fall!** With the online testing service members will be able to create a multiple choice test in the test generator, administer it, score it, and receive item analysis all online. Subscribers will have access to this new feature by the end of the year. This service is included in the 2009-10 membership fees and there will be **NO charge per applicant!**

What should members expect the process to be like?

CODESP members will continue to receive multiple choice test materials by completing the CATS Request Form. Upon receipt of the request, CODESP staff selects test items corresponding to the employment standards set by the job description or customer instructions. Test items will be sent in the same format as they are currently, via the CODESP website. Once test items are selected in the online Test Generator, a choice will be offered to either print a paper copy or to create an online test. Both hard copy and online tests are stored in the individual customer's Test Library and online tests can be created from any existing test in the library. Set-up for the online test session is easy. Candidate names are entered into the system which provides a unique license code. Proctors will match the candidate's identity with the license code before starting the session. Integration into other vendor applicant tracking systems to upload scores will also be available. **All online testing sessions must be administered under proctored conditions.**

Members will have the ability to;

- determine the window of time for the test session to be active
- set the test time limit
- obtain test results as soon as the applicant submits the test
- run item analysis reports
- edit the test for future administrations based on item analysis data
- save test reports on their secure CODESP webpage
- test as many candidates as they have computers available
- link test scores to compatible applicant tracking systems
- store previously created online test sessions

Applicants will have the ability to;

- review basic online testing instructions before taking the test
- skip questions and come back to them later
- view an onscreen timer, indicating how much time they have left
- review and edit answers before submitting the test
- view figures on pop-up windows

To assist members with online testing, CODESP will be offering a webinar called "Creating and Proctoring Online Tests." Notifications regarding the webinar dates will be emailed and posted as soon as the system becomes active.

New and Improved Job Analysis Questionnaire

The CODESP Job Analysis Questionnaire has been updated with new features so that it is much easier for subject matter experts and job incumbents to complete. The new PDF format contains simple instructions, pre-populated dropdown information, checkboxes, and text fields so that **it can now be easily filled out right on the computer**. Sections have been edited so that they are clearer for incumbents to understand and new sections have been included, which will provide members with even richer information in documenting the work required of employees on the job.

The new Job Analysis Questionnaire is downloadable from the CODESP website. Just log in to CODESP and click on Questionnaires on the left side of the page under Job Descriptions. Click on the blue "read more" link located under the heading **A CODESP Job Analysis Questionnaire-Complete Version**. Other versions available include Office/Technical and Maintenance/Trades, which have been edited specifically for those types of jobs.

The questionnaire can be sent as an attachment so that job incumbents and subject matter experts can complete them at their own workstations and return them to human resources through email thus eliminating paper copies and mail delivery. Free PDF software is available at <http://www.adobe.com/products/reader/>.

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 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. Other information collected on the questionnaire includes Tasks by Frequency, Duration, Importance and whether or not the ability to perform them is needed at entry.

The Questionnaire also provides checklists so that users can easily gather information. Checklists provided include Interaction with Students and Others on a Frequent Basis; Written Materials Produced; Supervision Received; Supervision Exercised; Computation Skills; Work Related Instructions/Guidelines; Computer Skills; Office Equipment; Operation of Machinery; Education; Experience; License/Certificates; Other Language Skills.

Checklists to define the working conditions, physical abilities and mental abilities necessary to perform the job are also provided. This data is vital to doctors when decisions regarding ADA accommodation, Workers' Compensation return-to-work and fitness-for-duty examinations need to be made.

In compliance with the Uniform Guidelines, the questionnaire requires that all Knowledge, Skills, Abilities, Competences, Equipment, Physical Abilities and Mental Abilities chosen be linked to actual tasks performed. Linking the minimum job requirements to the actual job tasks performed is necessary to establish job-relatedness and to meet legal mandates.

Glossaries are available to provide assistance in writing Task Statements, choosing Competencies, and defining Working Conditions, Physical Abilities and Mental Abilities.

CODESP Webinars

CODESP Products and Services

8/13/09 and 8/18/09

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, your Board and Commission members to attend as well. Register at www.codesp.com under Training.



State Personnel Commissioners 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 Region 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.

