

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

January 2010

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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

WWW.CODESP.COM

CODESP Services Now Available to ALL Public Agencies

Now all public agencies can benefit from CODESP Products and Services. Public educational agencies can continue to become members of the consortium and all other public agencies can receive the benefits through a subscribership program. Afterschool providers are also eligible to receive test materials. The same low fees apply.

To learn more about CODESP, visit www.codesp.com and click on Products or call us at 714-374-8644.

Frequently asked questions about CODESP are listed on page 4

MidYear Membership/Subscribership Available Now

For only \$875.00 agencies can begin receiving CODESP services including online testing. Visit www.codesp.com *Products and Services* for more information. No test rental or per candidate fees! Contact us for a free demonstration.

Online Test System Activation

Online testing alleviates paper and provides immediate scoring and item analysis. Tests can be administered on single office computers or in large computer labs.

Many agencies have already administered our online tests to large groups successfully. Prior to being activated, agencies **must** pilot the system on each computer they intend to use during the applicant testing process. Contact us if you are ready to test the system at your agency and please provide us with feedback. Call (714) 374-8644 or send an email to tests@codesp.com. Once the test of the system is successful, your agency will be activated!



Onsite CODESP Training

CODESP will be providing the following training meetings:

Membership is NOT required

February 1

CODESP Products and Services – Including Online Testing

Join us to learn more about CODESP products and services including our NEW Online Testing option. The presentation will include an overview of employee assessment and how to use CODESP tools effectively to recruit, test and select the most highly qualified candidates efficiently and legally. Instructions on using the CATS (CODESP Automated Test System) and the Online Testing service, which includes immediate scoring and item analysis, will be covered.

Location: Oxnard School District
1051 South "A" Street, Oxnard
Room: Oxnard Room
Time: 1:00- 3:30

February 26

Interview Best Practices Panel

Join CODESP members and guests to discuss best practices for developing and selecting questions for qualification and final interviews. The pros and cons of different rating systems will also be discussed. An experienced panel of human resource professional will provide their valuable insight. Audience participation is encouraged.

Location: Garden Grove Unified School District
10331 Stanford Ave
Room: Campus Catering Bldg. Training Room (behind district office)
Time: 9:30 – 11:30

Register at www.codesp.com – Click on **Training**

Upcoming CODESP Webinars

February 11

Fair Labor Standards Act - Everything you always wanted to know but were afraid to ask
Brian Bock - Fagen, Friedman and Fulfroost, LLP

This webinar will be open to the public, the ones below require being a CODESP member or subscriber to register

March 11

Evidence Investigation Model
Brian Bock - Fagen, Friedman and Fulfroost, LLP

March 25

Current and Continuing Legal Issues
William Corman - Bogatin, Corman & Gold

This webinar will include current legal and Ed. Code issues of interest to district human resource staff members. Cases that will be discussed include Tucker v. Grossmont UHSD, Miller v. City of LA, and Hood v. Compton CCD.

Additional webinar session and registration instructions will be provided soon.

Job Openings

Director of Classified Personnel - Barstow USD

\$79,454 - \$96,578

www.barstow.k12.ca.us

Apply online by 2/26/10 at: agency.governmentjobs.com/barstowusd/default.cfm

For questions contact George Cole at
Personnel Commission Office
551 S. Ave. H, Barstow, CA 92311 (760) 255-6033

Personnel Director

Rowland Unified School District
1830 Nogales Street
Rowland Heights, CA 91748

Annual Salary: \$102,994-116,510
For Application Materials, please contact;
Personnel Commission
(626) 854-8385

APPLICATION DEADLINE: February 16, 2010

Please refer questions to:
Bob Guerrero
Interim Director
(626) 854-8380

bguerrero@rowland.k12.ca.us

2010 CSPCA Annual Conference

California School Personnel Commissioners Association

February 18th - 21st, 2010

Hilton Hotel - Irvine, CA

Across the street from the OC Airport (Free shuttle!)
Special room price: \$110 per night (tax included)

FEBRUARY 18th: Pre-conference Workshops
Members: \$50. Non-members \$75

FEBRUARY 19th – 21st: CSPCA Conference

Early bird discount has been extended until Friday, January 22, 2010

Go to www.meritsystem.org to register for the conference and the hotel and to view the program.

In addition to the keynote speaker, Senator Gloria Romero, presentations will be provided by Trish Landau, Bill Corman (attorney for CSPCA), John Caldecott, Marc Cardenas (CSEA), Shelly Langan (CPS), Forrest Story, Suzanne Speck (Mgt. Consulting Services), Jim Higgins (Biddle), Alicia Thier Schlehner, Brull (PDI), Rod Freudenberg, Kristine Kwong (attorney), Joseph Sanchez (attorney), Michael Arnoldus, Scott Pilch, Marina Mihalevsky, Alex Brody (CODESP), Steve Bailey, Sara Beyne & Mark Bedford (Digital Schools), Rick Labib-Wood, George Cole, Matt Spencer, and others from various areas of human resources.



CODESP Frequently Asked Questions

What is CODESP?

CODESP is a public agency that began as a consortium of public schools in California. CODESP has provided quality human resource services, training and employee selection materials for over 35 years. Our products and services are now available to all public agencies throughout the United States for a low annual fee. Test materials are distributed to our customers online. We include NCLB test materials for K-12 school districts for the same low annual fee.

Who is eligible to join?

Any public agency is eligible to receive CODESP products and services. Public educational agencies become members of the consortium and all other agencies receive services as subscribers. Afterschool providers can also subscribe to receive test materials.

How do we join?

Contact CODESP for registration instructions. After paying the fee, customers receive a login name and password so that they can access the secure areas of the website.

What are the fees?

Full year membership is \$1,750.00. Mid year membership is available for \$875.00 and requires full year membership for the following year. The fees are the same for subscribers. There are no test rental or per candidate fees.

Who writes the multiple choice test items and other test materials for CODESP?

We write our own test questions and also receive items from our customers, which we edit. If we do not have questions that fit a category that a customer needs, we research the topic, write new items and have them reviewed by Subject Matter Experts. We monitor item analysis data to ensure the quality of items and edit them if needed. If a customer doesn't find what they want and they provide us enough time, we will write new questions in that topic area. CODESP staff includes Master's level I/O Psychologists and other experienced human resource professionals.

Each agency conducts their own content validity and assumes responsibility for the questions chosen. CODESP offers many varieties of questions within each subject area to choose from. Customers select the most job-related test items to include on the exam. Test item selection and construction is performed online from the customer's desktop.

Do you provide already developed exams? If so, is there an extra fee?

We do have some already assembled tests but we still require the agency to review, and perform their own content validity. If the test contains questions that are not job-related they can add or delete items. Job analysis tools are available online in the secure areas of the website to assist agencies in determining whether their item selection is linked to tasks performed on the job.

There are no extra fees unless the work becomes a consultant type assignment because the services requested goes above and beyond our normal services.

How are test materials selected and distributed to customers?

Our service is unique because we send customers approximately 175 test items per request based on our search for the most job-related items in our item bank. We use agency job descriptions and other customer provided information to search for relevant items. The items are sent to the agency's secure CATS website. The customer reviews the items and selects them online. After final selection, customers can choose whether the test will be administered online or in paper and pencil format. At this time, an online session can be generated or the test can be converted to a copier ready test with cover sheet and test key. Online testing includes instant scoring and online access to item analysis.

Interviews, supplemental applications, writing samples, performance tests and other testing resources are available on our website after secure login. They can be customized upon request.

Are item statistics available for all test items and from how many agencies?

We have item analysis data from a variety of agencies and post-test information is available automatically with online testing and through mail or auto upload of Scantron answer sheets for customers using our paper and pencil option. We do not have item analysis data on every test question, but information from several jurisdictions is available for review prior to test questions selection.

Do you have an item classification system?

Yes, we identify our items by item bank and item number. We also conduct searches for customers based on keywords to match requests to job requirements.

Does the online testing have to be administered in a secure proctored environment?

Yes, proctored testing is available and being used by many of our agencies. Recently a college district administered an online test to over 220 candidates. Online testing service includes immediate scoring and item analysis. Access to the secure areas of our website, including online testing, requires a user name and password and all CODESP website users must sign security agreements.

What other products and services do you offer?

Our other test products include Interview, Supplemental Applications, Writing Exercises and Performance Exams. We also have Job Analysis Questionnaires and a Job Description Builder. Webinar and onsite training programs on current human resource issues are also included in our services. Valuable links and resources are also available after logging in to the secure areas of the website.

How many subject areas are included in your item bank?

We have over 21,000 multiple choice test items and the number increases weekly. A list is provided below. The bank does not include test questions for fire personnel. Our security item bank topics include many questions related to the penal code and campus security. Since many of the questions were developed for positions that require POST certification, they may be relevant to other police departments.

Multiple Choice Item Bank Job Families

- Accounting
- Animal Care
- Athletic
- Attendance
- Audio-Visual
 - Electronic Equipment, Television, Microphones, Cameras
- Auto-body
- Carpenter
- Child Care–Student Relations
- Clerical
- Custodian
- Data Processing/Information Technology
 - Programming, Networking, Maintenance, Database, Internet
- Electrician
- Electronic Technician
- English Usage

- First Aid
- Food Service
- Grounds
- Guidance
 - School Counseling and Testing
- Human Relations
- HVAC
 - Heating, Air Conditioning and Ventilation
- Indian Education
- Instructional Aide
- Legal
- Library/Media
- Maintenance
 - General, Locksmith, Flooring, Machinist, Tool Recognition
- Math
 - Basic, Subject oriented up to Pre-Calculus
- Mechanic
 - Car, Truck and Bus
- Mgt-Supervision
- Music
- Painting
- Personnel (Human Resources)
- Plumbing
- Pool Maintenance
- Printing
- Programs/Research
- Psychology
- Public Information
- Purchasing
- Reading Comprehension
- Reports
- Risk Management
- Safety
- Science
 - Biology, Geology, Chemistry, Physics, Lab Equipment
- Security
 - Campus Security Aides and Police
- Spanish
- Statistics
- Student Relations
- Telephone
- Theater
- Transportation
 - Vehicle and Bus Driving
- Warehouse
- Welding
- Word Processing
 - General, Word, Excel, Access, PowerPoint, Outlook, Photoshop, Publisher