

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

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## CODESP Survey Responses

Thanks to all who responded to our 2010 Customer Survey. Here's what we heard from our members:

*You'd like to see more variety in Clerical, Safety, Human Relations and Word Processing items.* We have already created quite a number of new Clerical, Office 2007, and Electrical Safety items and others are in development. Don't miss the listing on page 4 for more of our new items.

*You'd like some more challenging writing samples* - these are in the works.

*You wanted an in-basket test that could be administered online.* An Administrative Secretary In-Basket, which includes a multiple choice option, is now available under Resources / In-Baskets.

*You also asked for more Links to job descriptions, test preparation for applicants and other HR info* - done!

Online testing enjoyed high ratings in the survey from those who have used it - we encourage you to check it out! Some of you had questions about certain materials in Resources. Others wanted to know more about our new online testing service, or just wanted us to activate online testing for their district. We've contacted all those members that had questions, but always feel free to contact CODESP at any time with questions about materials, or any other products or services. The survey results will be posted soon.

## Register online for Upcoming *Free* CODESP Webinars:

### April 29, 2010 Competency Oriented Interviewing

**Rod Freudenberg, Ph.D., Personnel Director & Chanjira Luu, HR Analyst**  
LA County Office of Education  
**Gilma Anderson - CODESP**

Dr. Freudenberg has developed a competency model used at LAUSD, LACOE and several other public agencies. He and Ms. Luu will explain how they use competency modeling to provide the foundation for interview development. They will also address how competencies are assessed via interview questions and responses, and the alternative scoring models that they use. Gilma Anderson will complete the webinar by demonstrating how the Competency Dictionary developed by Bassett USD and other resources available to members and subscribers on the CODESP website can assist in developing competency oriented interviews. She will also discuss interview question selection and rating guides.

**May 11, 2010**

**\* OPEN TO NON-MEMBERS \***

## **Your Legal Compliance Training Budget Was Cut? Learn How to Spend Your Training Dollars Wisely**

**Monetta Kaye DeWalt, Special Counsel, Littler Learning Group**

This webcast will assist you with making important decisions about what training topics you should highlight for this fiscal year. The economy dictates that you now have to “do more with less.” Training budgets have been slashed, but your legal obligations are greater than ever before. Mandatory training laws and high costs of litigation are motivation for maintaining a strong training regimen for all employees. Recently published EEOC statistics show a second year of record-high filings in the history of that agency. There is no choice but to provide preventive legal training to your managers, supervisors and employees. After all, a well-trained workforce not only helps to reduce costly employment litigation costs, but also ultimately helps your organization achieve its mission, goals and objectives to enhance its business. But how do you choose which topics should be presented? The presenter will give you a roadmap for making this critical decision for your organization.

Ms. DeWalt has extensive experience handling employment matters including internal investigations; charges of discrimination with the EEOC and other state agencies; mediations and litigation. Ms. DeWalt counsels and advises school districts, community colleges, and other educational institutions in various areas involving employee misconduct, student discipline/student rights, open records, employee grievances, and termination appeals. She was the General Counsel for 12 years for the Houston Independent School District, and knows well the challenges that public institutions face.

**May 20, 2010**

## **Choosing Test Content and Setting Pass Points**

**CODESP Staff**

This webinar presented by CODESP staff will provide easy-to-understand, step-by-step instructions on how to set pass points. Participants will be provided with an understanding of how to derive meaningful cut scores using Subject Matter Experts and the Angoff Method. Agencies that have preset pass points will also want to attend to learn methods to monitor their test content to ensure that candidates obtaining passing scores are the most qualified.

**Register for CODESP Webinars at [www.codesp.com](http://www.codesp.com)**

**CODESP Board of Directors election results will be announced soon!**

## Upcoming Meetings and Conferences:

### WRIPAC Spring Meeting

Marina del Rey Hotel, Marina del Rey, California

#### **Free Meeting with Presentations on:**

Legal Updates, ADA Accommodations in Testing, Supporting Employees through Furloughs and Lay-offs

**May 6 - 7**

More information about the meeting and registration can be found at

<http://www.wripac.org>

### PTC-SC

**Wednesday, May 26, 2010**

Luncheon Meeting at Luminarias Restaurant, Monterey Park, CA

### Situational Judgment Tests

Presented by Mike Willhnganz, Ph.D.

More information about the presentation can be found at

[http://www.ipacweb.org/ptcsc/monthly\\_programs/](http://www.ipacweb.org/ptcsc/monthly_programs/)

### IPAC 2010 Conference on Personnel Assessment

**July 18 - 21, 2010**

Hyatt Regency Hotel, Newport Beach, CA

The slate of renowned keynote speakers includes David Campbell, Scott Highhouse, Mike McDaniel, and Past IPMAAC President Jeff Feuquay. There will be an array of pre-conference workshops offered on Sunday, July 18. The conference sessions will include panel discussions, tutorials, paper presentations, and symposia, all aimed at offering attendees a first-rate, cutting-edge program of assessment and testing topics.

More information about the conference can be found at

<http://www.ipacweb.org/conf/10/>

## What's New in the Item Bank?

CODESP staff have been busy adding new multiple choice items to our item banks. New items include two new figures and additional items on Statistics; Reasoning and Logic items. We've also added figures for Arts Center Scheduling, Excel and Word 2007 - more Office 2007 figures are on the way. New too are items for Electrician, a variety of novice and journey level questions, and Safety and Math specifically for electrical positions. In the Carpenter bank, there are two new figures, Plot Plan Requirements and Room Addition Requirements. Plus we have added numerous new items in Mechanic; Flooring Maintenance; Flooring Care for Custodians and Web Technician. If we don't have what you need, ask us to develop new items, and periodically re-generate your old exams to update the questions with newer versions. Please volunteer your SMEs to assist us in item review!

### It's Time!

Members please submit your *Intent to Rejoin CODESP* if you have not done so. You can download the form **Intent to Continue Membership 2010-2011** from the website in the Resources section, Membership Documents - Educational Agencies. Members do not need to submit payment at this time.

## Does This Sound Familiar?

*"We use on-the-job training at our district. The problem is that no one person is responsible to provide training; so anyone who can, does. This means each new employee gets potluck about how well he or she gets trained. Some people are very good at their jobs, but not very good at teaching others. Some only know their own jobs, so they can't teach anyone anything else. Every time a new person needs questions answered, they get a different answer from different people, which totally confuses them."*

We will be posting possible suggestions to solve this issue in future newsletters. Below is our first suggestion. If you would like to contribute an idea, please send it to us.

*"We each have a job description and know our own job. But sometimes when someone is absent unexpectedly, someone else has to fill in. Customers and other employees do not like to hear that they must wait for so-and-so to return to work for an answer. We created a user-friendly manual for each desk and keep it in an electronic file that those in the department can access. Each of us is responsible for keeping our manuals up-to-date. We each chose an employee from outside of our department, who didn't know our job, to review our manuals to ensure that anyone could understand them. The manuals are written in simple language with pictures and contain no jargon. They are written in the following format: If you need this, then you do this and that, or if you get asked this, answer by stating this."*

Based on, Like it or Not, You Get Me, by Jane Holcomb, Ph.D.

## Job Opening

### Victor Valley Union High School District

#### Director - Classified Personnel Services

*Annual Salary*

\$88,536 - \$107,894

Submit Application, Supplemental Application and Resumé not later than

**4:30 p.m., Friday, May 28, 2010**

**Application Procedures:**

Individuals interested in applying for this position may obtain an application and a supplemental application from:

Classified Personnel Services  
Victor Valley Union High School District  
16350 Mojave Drive  
Victorville, CA 92395

or by contacting Armida Valdivia at  
(760) 955-3200 ext. 10209