

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

June 2010

## INSIDE THIS ISSUE

- 1 Survey Response  
Webinar Wrap-up
- 2 New Board Members  
CODESP Staff Changes
- 3 Upcoming Conferences  
Join or Subscribe
- 4 Time to Submit Intentions  
*Does this Sound Familiar?* Another Possible Solution

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## More CODESP Survey Responses

### NEW ONLINE TESTING ENHANCEMENT

As we continue to work on implementing suggestions from the customer survey conducted earlier this year, we will periodically report on our progress.

A popular request from our Online Testing service users has been to add the capability of an **Excel upload of candidate rosters**. We are happy to announce that this enhancement is currently undergoing district-based testing. Once this process is complete, we will be adding the enhancement to our live site. This new feature will allow those agencies who can download their applicant lists to Excel the ability to upload these lists into the online test system to automatically create a roster of candidates for the multiple choice test. This will save time and reduce errors that may occur when applicant information is re-entered into the system for test administration. Contact us for more information and to activate the online testing service at your agency.

## Webinar Wrap-Up January-June 2010

- **Classification Basics** - CODESP Staff
- **Screening Applicants to Improve Hiring Efficiency**- CODESP Staff
- **Fair Labor Standards Act** - attorney Brian Bock of the law firm Fagan, Friedman and Fulfrost.
- **Evidence Investigation Model** - attorney Brian Bock of the law firm Fagan, Friedman and Fulfrost.
- **Current and Continuing Legal Issues** - guest attorney William Corman of the law firm Bogatin, Corman and Gold.

- **How to Legally Address Employee Use of Social Networking Websites and Other Technological Media: Facebook Faux Pas and MySpace Mishaps** - attorney Joseph Sanchez of Best, Best and Krieger
- **Competency Oriented Interviewing** - Rod Freudenberg and Chanjira Luu from the LA County Office of Education and *CODESP's Competency Dictionary* - Gilma Anderson, Selection Analyst from CODESP
- **Your Legal Compliance Training Budget Was Cut? Learn How to Spend Your Training Dollars Wisely** - Monetta Kaye DeWalt, Special Counsel, Littler Learning Group
- **Choosing Test Content and Setting Pass Points** - CODESP Staff
- **Progressive Employee Discipline and the Anatomy of a Proper Skelly Notice** - attorney Laura Schulkind of Liebert, Cassidy and Whitmore

Webinars are available for on-demand viewing for customers/subscribers at [www.codesp.com](http://www.codesp.com) under **Links/Webinar Archives** after login. Additional webinars will be scheduled beginning in August.

## **Congratulations Newly Elected CODESP Board Members!**

### *Returning Board Members:*

Charles Viramontes - Riverside USD

Kristin Olson - Lynwood USD

### *New Board Members:*

Amy Lawton - Carlsbad USD

Matt Spencer - Desert Sands USD

## **CODESP Staff Changes**

Selection Analyst Alex Brody recently left CODESP for a wonderful management opportunity at Southern California Edison. We will miss him and wish him good luck. We have hired Paul Deines to take his place. Paul is a graduate of the I/O Masters program at CSU San Bernardino. His email is [paul@codesp.com](mailto:paul@codesp.com). Please join us in welcoming him to the staff.

Selection Analyst Gilma Anderson and her husband Nick welcomed a beautiful baby girl to their family this month. While she is on maternity leave we have an Intern, Tina Chang, who will be assisting us. Tina is an I/O Masters graduate from CSU San Bernardino.

## 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.

Join us for this valuable training experience in beautiful Newport Beach!!

More information about the conference can be found at:

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

## WRIPAC Fall Meeting

Hyatt Vineyard Creek and Spa - Santa Rosa, California

Selection Planning Training  
September 15

*Free Meeting with Presentations on:*  
September 16 - 17

More information about the meeting and registration can be found at

<http://www.wripac.org>

## Join or Subscribe to Services

If your public agency, or afterschool program, requires:

- Employment test materials
- HR Training including FREE webinars
- Online testing capability
- Job analysis
- Job description assistance
- Low cost HR consulting for special recruitments, classification and job analysis studies, contact CODESP.

Public educational agencies can become members of the consortium. All other public agencies and afterschool programs can subscribe to CODESP. Visit our website for more information on our low-cost services.

[www.codesp.com](http://www.codesp.com)

## It's That Time Again!

PO's or checks are due by September 30 for returning members. Also, please submit your *Intent to Rejoin CODESP* if you have not already 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. An Invoice is also available on the website for your convenience. Don't miss out on the updates we are making to the test materials and the use of the online testing system.

## Another Response to: “Does This Sound Familiar?”

Following is a second response to this situation. To see the previous response, visit [www.codesp.com](http://www.codesp.com) and click on Newsletter/Archives/April 2010.

*“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.”*

### Cross-Training HR Office Sample

Cross-training is a valuable approach when you are looking to broaden the skills of your employees, make sure you have coverage, or offer an approach for career growth and development. Many times employees can be in the same broad classification, but have different special skills. Following are some ideas for implementing cross-training with your organization.



1. Create a table that shows current knowledge, skills, abilities matched to staff (see sample below of an HR grid but it can be used for any department).

Employee	Benefits	Recruitment/Testing	HRIS	Live Scan	Employee Relations/Contracts
Susie	X		X		X
Juan		X			
David				X	
Li		X		X	
Martha			X	X	X

2. Decide where you will focus your cross-training efforts. This could include:
  - a. Looking for areas where you are potentially vulnerable (the gaps). For example, Susie is your only employee with benefits knowledge. If Susie is on vacation, or leaves your organization, you are at risk.
  - b. Asking staff where they want to grow.
3. Plan how you will get buy-in from staff. This could include:
  - a. Addressing the need in your next staff meeting.
  - b. Asking staff for suggestions and feedback regarding cross-training.
4. Work with staff members to develop the cross-training plan. This should include:
  - a. Helping “subject matter experts” to outline and document their process in a simple way so that other employees can use this information as a learning tool.
  - b. Creating a realistic timeline for staff to work with each other.
  - c. Providing tips on how employees can train each other. This includes being patient with each other.
  - d. Drafting learning goals - what do you want them to learn and in what time frame?
  - e. Deciding how you will determine if the cross-training is effective.
5. Look for ways to free staff’s time so they can successfully cross-train.
6. Make learning an ongoing process. This could include:
  - a. Having staff members share what they’ve learned during staff meetings.
  - b. Including cross-training as part of their annual goals and performance evaluation.